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| **Position Title:** | **CQROC Ltd Executive Officer** |
| **Employment Status:** | **Contract / Flexible Hours** |
| **Remuneration Package:** | **$130,000 per annum plus vehicle allowance (pro-rata for part time arrangements)** **10.5% superannuation (from 1st July 2022)****Vehicle Allowance ($10,000)** |
| **Location:** | **Negotiable within CQROC area** |
| **Recruitment Commences:** | **Wednesday 02 June 2022** |
| **Recruitment Closes:** | **Wednesday 15 June 2022** |
| **Enquiries to:** | Sandra HobbsCQROC Executive OfficerEmail: executiveofficer@cqroc.org.au |
| **How to Apply:** | * Address qualifications, skills and knowledge in a cover letter
* Submit a detailed Resume
* Attach copies of any relevant qualification/tickets/licences
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| **How to submit your Application:** | **Email:** enquiries@banana.qld.gov.au**Post:** Attention: Cr Neville Ferrier  Mayor  Banana Shire Council PO Box 412 Biloela QLD 4715 **Fax:** (07) 4992 3493**In person:** Banana Shire Council Admin Office,  Valentine Plains Road, Biloela   |

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| **POSITION DETAILS**  |
| Position Title: | CQROC Ltd Executive Officer |
| Classification: | Salary | Position Status: | Contract/Full-time  |
| Remuneration Package Includes: | $130,000 plus Vehicle Allowance (Pro rata for part time arrangements)10.5% Superannuation |
| Reports to: | CQROC Chair and Board | Location: | Negotiable within CQROC area |

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| **ABOUT CQROC** |
| The Central Queensland Regional Organisation of Councils Limited (CQROC Ltd) comprises representatives from the Banana Shire, Central Highlands Regional, Gladstone Regional, Livingstone Shire, Rockhampton Regional and Woorabinda Aboriginal Shire Councils.**Objectives**In order to achieve its goal CQROC Ltd seeks to:* Increase investment by State and Federal governments in infrastructure and services benefitting member council areas;
* Foster cooperation among members on issues of mutual concern or to further joint interests;
* Act as an advocate to State and Federal governments or public bodies on issues of concern to members;
* Take forward the collective interest of its member councils and influence senior decision makers within government and agencies;
* Build effective partnerships with State and Federal agencies which make decisions that affect our region; and
* Facilitate cooperation with community, business and academic organisations for the benefit of the region.

**Functions**In fulfilling our objectives, CQROC Ltd’s specific functions are to:* Ensure effective communication among the member councils;
* Ensure regular exchange of information among the councils;
* Provide unified, authoritative advocacy of council priorities and regional issues;
* Develop effective networks and alliances with key stakeholders; and
* Deal with other issues of significance as determined from time to time by the member councils.
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| **GENERAL POSITION INFORMATION** |
| Working closely with member Council representatives, stakeholder groups and government agencies, this executive officer position supports the Central Queensland Regional Organisation of Councils Limited’s (CQROC Ltd) strategic direction sourcing and progressing activities which will benefit regional economic development. |
| **DUTIES AND RESPONSIBILITIES**  |
| * Undertake economic and academic research to inform the CQROC Ltd decisions as required
* Draft documents to support projects (including major infrastructure projects) which benefit the Central Queensland region
* Arrange CQROC Ltd delegations and supporting material required to undertake advocacy and other strategic activities
* Provide support to the Board in advocating for regional infrastructure and economic development projects.
* Prepare correspondence including grant applications which support CQROC Ltd projects and partnerships
* Work autonomously and remotely under the direction of the Chair
* Coordinate special events as required
* Research, prepare and produce accurate correspondence, reports and presentations for the group
* Coordinate quarterly group meetings (including meeting set up, catering and arranging guest presenters and petitioners)
* Coordinate and manage the CQROC Ltd website.
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| **QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS**  |
| **Compulsory** * Queensland C class drivers licence (minimum requirement – provisional licence)
* Tertiary qualifications in relevant stream
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**Desirable**

* Post graduate studies

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| **ABILITIES, SKILLS AND KNOWLEDGE REQUIRED**  |
| **Compulsory** * Comprehensive knowledge of local government environment
* Demonstrated strategic leadership skills and experience
* Demonstrated success in leading the advocacy for major infrastructure projects
* Comprehensive knowledge of economic development principles and practices
* Ability to build positive and effective partnerships
* High level stakeholder engagement and liaison skills
* High level computer and keyboard skills (MS Office, Website management)
* High level interpersonal, financial, oral and written communication skills
* Demonstrated understanding of and commitment to EEO and WHS principles and practices.
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| The Employee agrees to comply with the following:* Workplace Health and Safety policies and procedures
* Customer service standards
* CQROC’s Code of Conduct
* Anti-discrimination legislation, actively promoting its principles in all activities
* Human Resources policies and procedures
* Financial Management policies and procedures
* Records Management policies and procedures.
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| Name: |
| Signature: | Date: |

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| Position Description Authorised by Cr Neville Ferrier Date: 12 January 2021 | Date originated: 5 June 2020 | Date reviewed: 12 January 2021 |
| Please note: The Chair at the time of authorisation may differ from current Chair. New approval is not required where only minor changes are made to the Position Description at review |
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