



Employment Application Pack

Position Title:	Insurance and Risk Officer
Vacancy Reference Number:	VRN25/26-006
Department:	Executive Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Remuneration:	\$89,501.92 - \$93,983.91 Level 4 LGIA Stream A
Recruitment Commences:	16 July 2025
Recruitment Closes:	30 July 2025

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Insurance and Risk Officer					VRN 25/26-006		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
POSTCODE:					TELEPHONE NO:		
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year qualification obtained:		
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School							
Name of institution: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?
Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Insurance and Risk Officer

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Insurance and Risk Officer		
Classification:	4	Position Status:	Full time
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024 (pending ratification)		
Department:	Executive Services	Location:	Biloela
Reports to:	Manager Governance	Number of reports:	0

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To enhance the quality of life for our communities and our natural environment.

Our Mission

Our Council is committed to striving for continuous improvement in the delivery of efficient, effective, and sustainable services and facilities, for the benefit and growth of the whole of our Shire.

Our Values

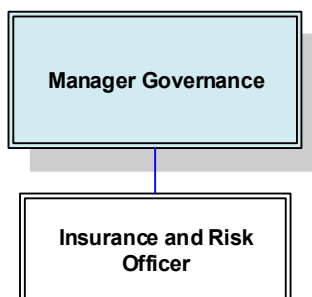
- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION OUTLINE

Responsible for the ongoing maintenance and administration of Council’s insurance program, including the coordination of the annual insurance renewal process and the efficient management of insurance claims.

Provide valuable support in the implementation of Council’s Risk Management Framework, contributing to risk-related initiatives and help to embed sound risk practices throughout the organisation.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Coordinate insurance claims as they are received by Council by preparing documentation and facilitating correspondence between Council, complainants and Council's Insurer / Legal Representatives
- Maintain Council's Insurance Claims database and associated claims management system
- Coordinate the renewal process for Council's insurance in-line with agreed timeframes and procedures ensuring that source data accurately reflects Council's insurable interests
- Provide high level advice and support to internal stakeholders on insurance and risk matters
- Provide research and advice to the Manager Governance on insurance and risk related matters
- Coordinate investigation processes for insurance claims
- Build strong ongoing relationships with Council's insurer's and internal and external stakeholders
- Review, update, and maintain Council's risk registers
- Support the implementation of Council's Risk Management Framework
- Assist with the development, delivery, and enhancement of risk practices, standards, and policies that support the Risk Management Framework
- Liaise with operational teams to identify and manage operational risks, providing training and guidance as needed
- Provide meaningful reports to management on insurance and risk management related matters
- Assist Council's Quality Systems Advisor during high-volume work periods, when directed
- Provide support for Council's audit services
- Initiate, complete, and review Quality Assurance documentation as required
- Prepare routine correspondence, agendas and minutes and undertake routine administrative tasks as required by the position
- Prepare and process financial transactions and related correspondence
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility providers and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position e.g. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Qualification/s in business/administration or relevant significant experience in insurance and/or risk management or willing to obtain
- Queensland C class driver licence (minimum requirement – provisional licence).

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory

- Sound understanding of organisational systems that ensure adequate performance and appropriate accountability at all levels for insurance and risk management
- Broad knowledge of Council functions along with ability to work effectively in local government teams
- Strong corporate organisational, planning, and time management skills
- Excellent oral and written communication skills with the demonstrated ability to communicate clearly and professionally with individuals at all levels
- Demonstrated high level of computer literacy with proficiency utilising the MS Office Suite and Council specific programs
- Excellent customer service skills including the demonstrated ability to be professional, discrete, courteous and maintain confidentiality
- Good understanding of and commitment to EEO and WHS principles and practices.

Desirable

- Local government experience.

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures.

SPECIFIC CONDITIONS/REQUIREMENTS

The employee acknowledges that this role requires them to hold and maintain a class 'C' manual driver licence and that the loss of licence may jeopardise employment with Council.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: