



Position Vacant – Community Services Officer

[For full details and requirements of the role – Please refer to the Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 3 - \$73,655 pa
- \$1,945 Locality Allowance pa
- 19 day month
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after-hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Council Contribution 13.50% applicable on commencement of employment. Contributions at the rate of 6% (employee) are compulsory after 12 months employment. Personal contributions can be salary sacrificed

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 25-26-044

For further enquiries regarding this vacancy and associated selection process, please contact Angelina Niven on 07 46 208840

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, 12th March 2026

Michelle Clarke

CHIEF EXECUTIVE OFFICER

Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Community Services Officer	Reference Number: 25-26-044
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced: / /
Location:	
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.

Position Description – Community Services Officer



POSITION DETAILS	
DEPARTMENT:	Community & Environmental Services
POSITION:	Community Services Officer
REPORTS TO:	Manager Community Services
DIRECT REPORTS:	Nil
PRINCIPAL LOCATION:	112-118 Victoria Street, St George
EMPLOYMENT BASIS:	Permanent, full-time
POSITION PURPOSE:	The Community Services Officer is responsible for cultural and community development and event coordination, and promoting community sustainability of the Balonne region

POSITION REQUIREMENTS (section criteria)		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	1. Current C Class open drivers licence	1. Relevant qualifications and/or experience in Community Engagement and/or Project Support.
SKILLS	2. Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 3. Demonstrable organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high-quality outcomes 4. Demonstrable high-level customer service, communication, and facilitation skills with an ability to liaise effectively with stakeholders in a culturally diverse environment	
EXPERIENCE	5. Sound knowledge of and demonstrated experience with contemporary community development practices. 6. Ability to interpret and apply policies, procedures, and legislative requirements 7. Highly developed computer skills, including proficiency using the Microsoft Office suite; with SynergySoft and Magiq would be advantageous.	2. Relevant professional experience in community engagement and development 3. Local Government experience

IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <i>BAL-1044 Immunisation Procedure</i> .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

Position Description – Community Services Officer



POSITION KPI's
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.
AUTHORITY/DELEGATION
Works independently, as well as in a team, within general guidelines and objectives provided by the Director Community and Environmental Services and Manager Community Services. This position has delegated purchasing authority in accordance with <i>Council's Delegation Register</i> .
RESPONSIBILITIES
INHERENT RESPONSIBILITIES
<ul style="list-style-type: none">• To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.• Work in a safe manner at all times and report any workplace risks.• To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.• Communicate all health and safety matters to supervisors where applicable.• To be punctual and reliable• To report problems or difficulties encountered• Contribute to the Council with suggestions for improvement• Monitor personal qualifications and licences to ensure currency• All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.• Communicate reliably and regularly, especially when working alone.• Be environmentally responsible by minimising wastage without compromising safety or effectiveness
KEY CRITICAL PROCESS RESPONSIBILITIES
Community Development and Engagement
KEY RESPONSIBILITIES
The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to: <ul style="list-style-type: none">• Implement strategies, policies, and programs to strengthen the sustainability of Balonne Shire's community• Undertake community research and analysis and develop relevant conclusions and reports• Develop and support relationships with community, other government, and partner organisations to promote the community sustainability of Balonne Shire• Undertake capacity building activities with community organisations including providing support in the efforts of local organisations to secure funding• Prepare reports for Council, Council advisory committees and working parties, and other officers, and manage correspondence• Deliver, facilitate, and assist in the delivery of key community events identified by Council, with a strong degree of teamwork within and outside of Community Services.• Support the writing of submissions and grants for funding relating to community development• Assist the Manager Community Services to develop annual budgets and work programs relating to community development programs and activities• Ensure quality service delivery in cultural development, community development and event coordination• Manage allocated cultural and community programs for Council that may include Regional Arts Development Fund (RADF), Balonne Shire Council Community Sponsorship, Donation and Grants program, Youth Council, and WORC Camp.• Perform other duties within your capabilities as directed

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MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost-effective manner.
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Community Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Manager Community Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

ORGANISATIONAL STRUCTURE

