



POSITION DESCRIPTION

TITLE	Community Recovery Resilience Officer
DEPARTMENT	Community Culture and Places
AWARD	N/A
AWARD / LEVEL	Contract – 12 months
REPORTING OFFICER	Community, Culture and Places Manager
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behaviour, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

Assisting our skilled and valued workforce by creating a supportive and inclusive work environment that consistently deliver high levels of service in a safe and efficient manner.

We take pride in working together to build distinctive communities and create places and events which bring people together, places where neighbours know each other and help new residents embrace our country lifestyle.

We strive to engage people in healthy habits and provide activities that support the lifestyle and their overall well-being.

OBJECTIVES

The Community Recovery and Resilience Officer (CRRO) initiative is part of the Community Health and Wellbeing package (the Package) which has been included within the Disaster Recovery Funding Arrangements (DRFA) Category C exceptional circumstances funding.

The role will support long-term recovery and resilience of disaster affected communities following the Western Queensland Surface Trough and Associated Rainfall and Flooding, 21 March – 19 May 2025.

The objective is to embed Community Recovery and Resilience Officers (CRROs) within eligible LGAs to work at the community level in addressing the immediate to medium/long-term needs of the event impacted communities, and ensuring a locally informed response and long-term sustainability.

KEY RESPONSIBILITIES

Activities

- Undertake widespread community engagement activities to discuss the recovery process and to identify the needs and aspirations of diverse groups within the affected area
- Arrange community training and education programs that facilitate the outcomes of the CRRO program
- Support and enable capacity and skills development of individuals and groups, businesses and service providers within the affected areas
- Support and enable the development of recovery and resilience plans for the affected areas
- Raise awareness of, and assist community groups to develop their capacity to submit recovery and/or resilience project proposals under the Flexible Funding Program and other grants that become available during the officer's tenure
- Promote disaster recovery and resilience information and share ideas/projects from other locations
- Engage with other key workers involved in community recovery at a local level and establish links with workers funded under other Package initiatives.
- Participate in the LDMG and Local Human and Social Group activities and planning
- Contribute to planning and needs for food security during events and recovery.

Coordinate funded activities

- Coordinate an allowance of up to \$200,000 (excluding GST) per year for local activities to:
 - respond to needs identified during planning.
 - enable recovery outcomes through the delivery of community engagement activities, education sessions, resilience activities, community events, workshops and responses.

Reporting

- Develop a Recovery and Resilience Action Plan (within one month of engagement) for the employment term that covers:
 - the Disaster recovery outcomes that will be achieved
 - the Council local recovery and resilience objectives to be met
 - the eligible activities that will support achieving the outcomes
 - the milestones and activities that are planned
 - targeted communities and stakeholder benefits
 - anticipated timeframe for delivery of activities
 - an exit strategy, including transition, communication, handover and finalisation.
- Prepare quarterly milestone reports (within 28 days of the financial quarter) on a template provided by the Department of Families, Seniors, Disability Services and Child Safety (the Department).
- Support Council with monthly financial reporting, including compiling evidence of expenditure.
- Prepare an End of CRRO Initiative Report that summarises the delivery of the project, locations, activities, learnings, achievements and delivery of outcomes.

Collaboration

- Collaborate with other CRROs across South West and Central West Queensland appointed to support recovery for the Western Queensland Surface Trough and Associated Rainfall and Flooding, 21 March – 19 May 2025 event.

Governance

- Comply with the eligibility requirements of:
 - the Supplier Guidelines
 - the DRFA.
- Participate in meetings initiated by the Department.
- Support Council with record keeping, procurement, variations, and extensions of time where required.
- Support Council with audit tasks requested by the Australian Government via the Queensland

Reconstruction Authority.

Acknowledgements

- Acknowledge DRFA funding contribution in public materials, e.g. “jointly funded by the Australian and Queensland Governments under the Disaster Recovery Funding Arrangements”.
- Seek agreement with the Department prior to release of any public materials.

Other Duties

- To contribute actively to the requirements and achievements of Council’s Corporate and Operational Plan.
- To seek and provide innovation, and enhance efficiencies within Council processes.
- Ensure a high level of compliance to minimize risks to the Council’s finance operations, people and resources
- Update procedures, checklist and action plans as required.
- Demonstrate a commitment to client service through own actions and those of staff.
- Any other duties relevant to the role as directed by the CEO relevant to your skills and qualifications.

Workplace Health and Safety

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- Demonstrated success designing and/or leading recovery programs from design to implementation. **(D)**
- Background in community disaster recovery planning and strategy. **(R)**
- Ability to deliver outcomes that enhance regional community resilience. **(R)**
- Project planning, budgeting, and performance tracking skills **(R)**
- Experience working respectfully and empathetically with disaster- affected communities. **(R)**
- Understanding of cultural, economic and social sensitivities across remote and regional Queensland. **(R)**
- Strong written and verbal communication skills, with ability to produce reports, briefings, and presentations. **(R)**
- Ability to collaborate effectively with internal Council teams, government agencies, not-for-profits, and contractors. **(R)**
- Experience fostering productive relationships across diverse stakeholders. **(R)**
- Capacity to contribute strategic input into broader disaster recovery and resilience initiatives. **(D)**
- Experience developing clear documentation for grant processes (e.g. reporting, applications, eligibility, acquittals) **(D)**
- Community or economic development experience to identify and promote programs. **(R)**
- Familiarity with digital tools for communication and data sharing (e.g., social media, online grant platforms). **(D)**
- Ability to plan, prioritise and organise work to achieve goals and meet deadlines including dealing with competing demands and managing multiple projects and tasks **(R)**
- Demonstrated high level of interpersonal communication skills **(R)**

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
- (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
- (3) The worker must not intentionally misuse or damage the equipment.