



# Application Information Kit

Manager Community Development





# CHARTERS TOWERS REGIONAL COUNCIL







## Our Organisation

### Charters Towers Regional Council

Seven (7) Councillors are elected to represent the Charters Towers community.

In March 2024, Councillors Kate Hastie, Alan Barr, Kim Farmer, Graham Lohmann, Steven Plant and Julie Mathews were elected for the Charters Towers region, with Cr. Liz Schmidt elected Mayor.

The Charters Towers Regional Council employs over 250 people, all of whom are involved in the delivery of our Corporate and Operational Plans.

The Executive Leadership Team (ELT) sits at the head of Council operations. The ELT is comprised of the Chief Executive Officer, Executive Manager Infrastructure Services, Executive Manager Corporate and Community Building, and Executive Manager Human Resources and Work Health and Safety.

## Our Organisational Values

Our values encapsulate the transparent, community driven goals our Council embodies in its service delivery. They are:



## Position Objective



### Manager Community Development

Provide strong, decisive leadership, guidance and support to the Community Development Unit in relation to Tourism, Events, Library, Customer Service and Records as well as community, cultural, social and event planning and development to ensure Council has a professional Community Development portfolio.

Provide high level support to the Executive Manager Corporate and Community Building as well as the Executive Leadership Team as a whole.

## Key Responsibilities

1. Provide leadership, guidance, support, advice and direction to Council in the following service areas:
  - Tourism, Events, Library and Customer Service and Records
  - Community Planning and Development
  - Cultural Planning and Development
  - Social Planning and Development
  - Events Planning and Development
  - Community Venues Management
2. Operationally manage efficient, effective, customer focused delivery of the services of the Community Development Directorate.
3. Deliver high quality customer and community service including effective community and customer consultation, developing a clear understanding of community and customer needs and emerging issues.
4. Lead the Community Development Unit and contribute to Council-wide strategic management including strategic and operational planning, organisational and Unit performance frameworks, and the development of appropriate policies and systems.
5. Develop the Community Development Unit's business plan setting priorities and performance standards aligned to Council, community and customer needs.
6. Positively manage change and continuous improvement within the Community Development Unit in the pursuit of innovation and creativity and excellence in service delivery.
7. Build a positive workforce environment and culture with a focus on performance and the building of workforce capability.
8. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.
9. Represent and promote the Community Development Unit and Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
10. Model the highest standards of personal and professional conduct and Council values and behaviours.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.





## About this Role

**Employment Type:** Executive Contract - Full Time, Limited Tenure (5) years

**Location:** Charters Towers, QLD 4820

## Employee Benefits

### Remuneration

Total remuneration package up to the value of \$175,956.00 per annum is available dependent on the skills, experience, and qualifications the successful applicant will bring to the role.

- > Base Salary - \$140,000.00 per annum
- > Motor Vehicle Allowance - \$15,000 per annum
- > Relocation Assistance - up to the value of \$8,000
- > Salary Packaging
- > 12% Superannuation
- > 17.5% Annual Leave Loading
- > Annual Salary Increases as Negotiated

### Conditions

- > 5 weeks Annual Leave
- > 15 days Personal Leave
- > Access to Employee Assistance Program (EAP)
- > Development & Training Opportunities
- > Council supplied mobile phone
- > Professional Association Membership





## Organisational Relationships

- > **Directorate:** Corporate and Community Building
- > **Reports to:** Executive Manager Corporate and Community Building
- > **Directly supervises:** Events Coordinator, Library Coordinator, Tourism Coordinator, Customer Service and Records Coordinator



## Position Requirements

### | Essential Knowledge, Skills, and Abilities |

- Successful experience in providing strong, decisive leadership and management of one or more of the following:
  - Tourism, Events, Library and Customer Service and Records
    - Community Planning and Development
    - Cultural Planning and Development
    - Social Planning and Development
    - Events Planning and Development
    - Community Venues Management
- Participate as an active member of Council's Management Leadership Team (MLT).
- Experience in (or ability to develop capability) developing an Organisational Unit and contributing to a Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks, and the development of appropriate policies and systems.
- Experience (or ability to develop capability) in implementing successful change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery.
- Demonstrated experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.
- Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.
- Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.
- Experience in (or ability to develop capability) representing and promoting a critical service delivery function within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
- Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.
- Prepare or provide input into the development of the Community Development Directorate budget. Monitor and advise Executive Manager on progress against budgetary expenditure in areas of financial responsibility.
- Responsible for making and keeping records in accordance with legislation, information standards, and other relevant guidelines and procedures, and ensuring records are captured in the authorised recordkeeping system.

### | Essential Education/Qualifications |

- Qualifications and development demonstrably relevant to the functions and activities of the Community Services Unit will be highly regarded.
- Possession and maintenance of a Queensland 'C' Class Driver Licence.

### How to Apply

To submit an application for this position please email your cover letter detailing how you meet the position requirements as outlined above in the "About You" section and resume to [careers@charterstowers.qld.gov.au](mailto:careers@charterstowers.qld.gov.au).

### Further Information

For further information please view the Position Description. For enquiries in relation to this vacancy, please call 07 4761 5300 or email [careers@charterstowers.qld.gov.au](mailto:careers@charterstowers.qld.gov.au).

### Closing Date

11:59pm Sunday, 7 September 2025.

*Late applications will only be accepted at the discretion of the Chief Executive Officer*



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