

Social and Housing Advisor POSITION DESCRIPTION



Position Number:	3952
Department:	Communities and Lifestyle
Section:	Growth and Community Partnerships
Position Status:	Permanent Full Time
Classification:	Level 6 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Manager Growth and Community Partnerships
Revised:	May 2026

General Position Statement

This position supports Council's direction by contributing to strategic social planning and the delivery of priority housing initiatives that strengthen Rockhampton's liveability, inclusion and capacity for sustainable growth. A focus of the role is to lead the development of policy and planning as a critical enabler to address local housing challenges by facilitating social, affordable, crisis and private housing development, and by implementing Council's approach to the Queensland planning framework's community benefit system to ensure major regional investments deliver sustainable, long-term benefits for local communities and the region.

This position also contributes to priority strategic projects within the Growth and Community Partnerships team and provides an opportunity to apply and further strengthen expertise in strategic social planning and demographic analysis, supporting initiatives that address social impacts across the region.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Lead and facilitate housing, property and place-based development initiatives, including feasibility assessments, business case development, research and analysis, and coordination of internal and external stakeholders to support informed decision-making and delivery of priority outcomes.
- Coordinate the implementation of Council housing priorities, including actions arising from the Local Housing Action Plan and maintain an action tracker / pipeline for key housing initiatives, including social, emergency and affordable housing projects and their delivery status.
- Undertake social research, needs assessments and demographic analysis across specialist program and planning areas, such as affordable housing, community sector capacity and social/cultural infrastructure – to inform community planning, identify emerging community needs and trends, and support evidence-based decision-making.
- Provide expert advice and insights on community priorities and needs to internal business units and external stakeholders to support investment readiness for housing-enabling projects in alignment with funding and advocacy opportunities
- Manage complex and potentially high-profile social and cultural planning matters, including reviewing and preparing social impact assessments and community benefit agreements for renewable energy projects (including implementation of CBAs).

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- Coordinate internal and external engagement and consultation processes that are well informed, defensible and consistent with Council strategic objectives.
- Prepare briefings, submissions and advocacy material to State/Federal agencies to progress enabling infrastructure and housing initiatives.
- Lead the development and implementation of Council's strategic social planning and policy initiatives, informed by evidence-based research and targeted stakeholder engagement.
- Provide high level, timely and professional advice to senior management and key stakeholders.
- Refer matters that may impact upon the business, Council and employees to the relevant Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience in strategic social planning, housing initiatives and/or complex policy and projects within government or related sectors.
- Demonstrated knowledge of social, cultural, emergency and affordable housing systems, including an understanding of housing need, service interfaces and development pathways, and the ability to apply this knowledge to inform planning, partnerships and delivery outcomes.
- Highly developed interpersonal and communication skills, including the ability to prepare and present information to diverse audiences, influence outcomes, mediate between stakeholders, and build effective working relationships.
- Demonstrated ability to analyse and synthesise complex evidence (including data, stakeholder inputs and impact assessments) and produce high-quality briefings, reports and policy advice.
- Advanced stakeholder engagement, facilitation and negotiation skills, with the ability to influence outcomes, manage competing priorities and deliver balanced, pragmatic solutions in complex environments.
- Strong project management skills, including the ability to manage multiple priorities, timeframes, and cross-functional inputs.
- Knowledge of Queensland planning and regulatory frameworks relevant to Social Impact Assessments (SIA), Community Benefit Agreements (CBA) and the role of local government in facilitating and implementing agreements.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

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- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems and technology including the Ci Anywhere Suite (R1 and ECM), Pathway, GeoCortex and the MS Office Suite, mobile devices and tablets.

Qualifications

- Tertiary qualifications in Social Science, Social Policy, Planning or a related discipline with contemporary experience in a similar role.
- Demonstrated experience in social infrastructure and open space planning, ideally within a strategic planning or local government context.
- Experience undertaking and reviewing social impact assessments, including application within complex or high profile projects.
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to work with screen based equipment over long periods with prescribed rest breaks.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	