

Senior Advisor Advocacy POSITION DESCRIPTION



Position Number:	3520
Department:	Office of the CEO
Section:	Advance Rockhampton
Position Status:	Full Time
Classification:	Limited Term Contract
Reports To:	Executive Manager Advance Rockhampton
Revised:	December 2024

General Position Statement

This position supports Council's direction by providing regional development policy research and advice and high level and politically sensitive grant planning, preparation and submission support to Council. This support will be provided in a professional, efficient and confidential manner ensuring the development of good working relationships with Council staff, government agencies and the public. The position will play an important role in representing Council's position on regional development policy and in securing funds for significant projects.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

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

- Support Council's advocacy strategies in key areas and develop implementation plans as required.
- Manage Council's high level and politically sensitive grants application program, identifying opportunities and delivering funding applications in line with Council and grant program requirements.
- Provide ideas, analysis and evaluation of alternatives, innovative solutions and advice on upcoming grant funding opportunities.
- Undertake and manage advocacy projects and initiatives including research, analysis and preparation of proposals, discussion papers, presentations, reports and submissions.
- Research and analyse State and Federal Government policy and legislation relevant to the region and provide advice on how existing policies and practices can be improved to address both existing and emerging challenges.
- Provide informed and timely policy advice on strategic policy issues, including national, state and local matters and where necessary undertaking or facilitating the required research and analysis to deliver high quality, well informed, relevant, evidence based policy advice.
- Proactively identify policy initiative opportunities, liaising with relevant organisations, government agencies and community representatives to lead/co-ordinate and/or undertake research and analysis in developing strategic policy options aligning to Council's strategic agenda and priorities, including the preparation of reports, papers, policy statements or briefing notes or the provision of verbal briefings to inform discussion and decision making processes.
- Represent the views of Council on policy issues in a range of forums as required.

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- Develop and maintain effective relationships and networks with both internal and external stakeholders and with government agency representatives.
- Encourage, mentor and provide assistance across the organisation on an as required basis within the areas of advocacy, grants and regional development.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor 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

- Strong knowledge of commercial, regulatory and administrative practices that impact on regional development and the ability to develop strongly justified and innovative proposals to improve related outcomes.
- Knowledge of political and governmental structures and policy processes.
- Excellent research and analytical skills.
- Proven ability to develop and review project and initiative business cases.
- Demonstrated ability to meet deadlines and manage projects and competing priorities in a complex and dynamic environment.
- Outstanding verbal and written communication skills including the capacity to discuss and concisely explain complex issues and ideas to diverse audiences.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- 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.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

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Qualifications

- Tertiary qualifications and substantial experience relevant to the role.

Desirable Qualifications and Experience

- Significant experience at a senior level in advocacy, analysis of complex policy issues, strategic planning and economic development in a similar environment particularly within the government sector and context.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *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* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

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:	
Signature:	
Date:	