

MURWEH SHIRE COUNCIL

Vacant Position

Director of Communities, Community Services and Community Infrastructure

We are seeking a dynamic leader to guide Council's community services, infrastructure, and engagement. This role oversees community communications, public requests, sporting and cultural groups, and the planning and delivery of community facilities.

The Director will drive sustainable growth, support local clubs and associations, preserve cultural assets, and strengthen partnerships with key stakeholders. With a focus on high-quality services and initiatives, you will enhance community engagement, sustainability, and regional vitality.

✦ Position Details

- Salary: TBA
- Location: Murweh Shire

Key Requirements

Essential:

- ✓ Current Queensland C Class Driver's Licence
- ✓ Proven leadership experience in community communications and engagement; community, economic and social knowledge; community services; community infrastructure management or a related field.
- ✓ Strong strategic planning and project management skills.
- ✓ Proven experience managing multidisciplinary teams and complex projects
- ✓ Demonstrated experience in stakeholder engagement and relationship management.
- ✓ Knowledge of government policies and funding mechanisms related to community development and infrastructure.

Desirable:

- + Excellent communication, negotiation, and advocacy skills.
- + Ability to lead multidisciplinary teams and drive cultural change
- + Strong financial and resource management capabilities
- + A passion for community engagement and public service

How to Apply

1. Review the Position Description at: www.murweh.qld.gov.au/council/employment
2. Submit a cover letter outlining how you meet the Selection Criteria and/or position requirements
3. Complete the Position Application Form and attach your Resume
4. Email your application to recruitment@murweh.qld.gov.au

☎ For more information, contact Bruce Scott at 0448 464 382

📅 Applications close: Midnight, Wednesday 1 October 2025

Murweh Shire Council
P.O Box 63
96-101 Alfred Street
Charleville Q 4470

☎ 07 4656 8355

✉ recruitment@murweh.qld.gov.au

🌐 www.murweh.qld.gov.au

📘 www.facebook.com/MurwehShire





Murweh Shire Council

POSITION APPLICATION FORM

PO Box 63 CHARLEVILLE QLD 4470; Phone: 07 4656 8355; Email: recruitment@murweh.qld.gov.au
Website: www.murweh.qld.gov.au

VACANCY DETAILS			
Job Ref ID: VP.		Position Title:	
		Closing Date:	
PERSONAL DETAILS			
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		First Name:	
		Last Name:	
Residential Address:		Postal Address:	
Mobile:	Daytime Contact No:		Email:
Driver's License/Class:			
Tickets/Qualifications:			
White Card: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously worked for Murweh Shire Council? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please include details in your resume/CV			
REFEREE DETAILS (NOT TO BE FAMILY OR FRIENDS) Can you confirm your referees are current and are happy for Us (Council) to contact them? PLEASE MAKE SURE PHONE NUMBERS ARE CURRENT			
Referee 1	Name:		Referee 2
	Phone:		
	Relationship:		
	Name:		
	Phone:		
	Relationship:		
HOW DID YOU FIND OUT ABOUT THIS POSITION? Please tick			
<input type="checkbox"/> South West Newspaper			
<input type="checkbox"/> Council Website			
<input type="checkbox"/> Council Facebook			
<input type="checkbox"/> Friend/Family Member			
<input type="checkbox"/> Other _____			

DECLARATIONS

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

Health

To the best of your knowledge, do you have any medical conditions that will preclude you from undertaking the duties of the position you have applied for?

☐ No ☐ Yes

If 'Yes' please provide details:

Workers' Compensation Claim

Have you ever made a workers' compensation claim?

☐ No ☐ Yes

If 'Yes' please provide claim details (*eg. Year of injury, company worked for, period of time off work*)

Are any claims still current?

☐ No ☐ Yes ☐ Not applicable

If 'Yes' please provide claim details

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (*you do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988*)

☐ No ☐ Yes

If 'Yes' please provide details:

Applicant Declaration

I hereby declare that the information contained in this document is true and correct.

Applicant Signature: Date:/...../.....


CHECKLIST

Please ensure you have completed and included the following prior to submitting your application:

- ☐ Completed Job Application Form ☐ Listed 2 recent referees ☐ Enclosed a Resume
☐ Enclosed a detailed cover letter outlining how your skills, qualifications and experience meet the key requirements of the position

OFFICE USE ONLY – APPLICATION RECEIPT

✂-----

Position Details	
Position Title:	Director of Communities, Community Services, and Community Infrastructure
Department:	<i>Executive</i>
Location:	Murweh Shire
Employment Basis	<i>Permanent Full-time</i>
Certified Agreement and Level:	Queensland Local Government Industry Award (<i>Stream A</i>) 2017
Level:	<i>TBA</i>
Reporting to:	<i>Supervisor</i> or as directed
Supervisors:	<i>Nominated Staff</i>
The Murweh Shire	
<p>Located in southwest Queensland, the Murweh Shire covers an area of 43,905km² with over 5000 people residing across the Shire primarily in the towns of Charleville, Augathella, Morven and Cooladdi. Our employees work across all towns in our Shire and our main administration office is located in Charleville. The town acts as a major commercial and tourism hub for the Shire forming part of a thriving region, with excellent schools, shopping and facilities that support the main industries of grazing, agriculture and tourism.</p> <p>Our Mission: <i>To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.</i></p> <p>Our Values: <i>Underpinning our employee culture and behaviours:</i></p> <p>Compassion We have compassion for all Vision We look forward to set the path Trust We are trusted Pride We take pride in what we do and the way we do it Integrity We have transparency about the decisions we make = SUSTAINABILITY</p>	
	



Council's Expectations

General

- Performance may be reviewed annually against the responsibilities, accountabilities and behaviours defined in this role description.
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your ability, training and level.
- Maintain a professional image of Council as being efficient, courteous and customer focused.
- Undertake training as directed.
- Prompt response to service requests; be diligent in the delivery of assigned duties.

Organisational

- Completion of Timesheet, Logbooks and Pre-starts as required.
- Contribute positively and participate in team meetings as required.
- Completion of relevant position administration e.g. Guardian System
- Keep your supervisor informed of your activities and any factors that could impact on the public & Council operations.
- Personal planning to meet deadlines and notify Council staff promptly to avoid problems in their planning.
- Always ensure the security and appropriate intended use of Council information.
- Comply with the requirements of Council policies and procedures as amended from time to time.

Continuous Improvement & Quality Management

- Be a team player and assist proactively within the position's capacity.
- Be willing to accept responsibility for own actions and decisions, and to be held accountable for them.

Performance Measurement Criteria (guide only)

- *No internal complaints received requiring further action*
- *Minimal customer complaints received*
- *All tasks completed within agreed timeframes*
- *Timesheet, Logbooks and Pre-starts are completed on time*
- *100% Completion of all required training*
- *100% of required Health and Safety documentation is completed and hazards & incidents reported in a timely manner*
- *All tasks are planned and completed to a high standard*
- *Demonstrated participation in requested tasks and involvement in team activities*

Organisational Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Murweh Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role. Policies are accessible to employees on the Council's website under "Council Policies".

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.



Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Murweh Shire Council Work Health and Safety requirements, including but not limited to, our Safety Management System, protocols, Policies, Procedures and work instructions. In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of others.
- Comply with the requirements of Council policies and procedures as amended from time to time.
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Position Overview

The Director of Communities, Community Infrastructure & Community Services is responsible for leading and managing the council's direct community interface i.e. community communications, general public requests and complaints; sporting, the arts, cultural clubs and societies; progress associations and representative groups; community infrastructure planning, maintenance and services delivery.

This role ensures the enhancement and sustainable growth of the: local economy; local clubs and associations; preservation of cultural diversity and cultural assets; and general management of community facilities.

The Director provides strategic leadership, fostering partnerships with key stakeholders, promotion of the community, facilitation of community engagement, and enhance local and regional vitality.

This role ensures the effective delivery of high-quality services and initiatives that support community engagement; community sustainability and growth; and sporting and cultural development.

Key Responsibilities

All duties must be performed efficiently, professionally, and safely while adhering to Council policies and procedures. Responsibilities include, but are not limited to:

Strategic Leadership:

- Develop and implement comprehensive development and delivery strategies to support sustainable growth, attraction and retention of populations, and the creation of opportunities.
- Identify opportunities for public-private partnerships and investment to enhance community and sustainable critical infrastructure projects.
- Lead initiatives to support community and workforce development, attraction and retention.
- Provide appropriate statistical reporting and advice on community trends and needs with a focus on affordability.
- Development of a Communications Strategy



- Development of a Tourism Strategy

Management of Community Communications, Requests and Complaints:

- Be the first point of interface with the general community; community clubs, associations, and societies; schools and educational organisations; health and wellbeing providers; and representative organisations.
- Oversee the general communications of Council to the media; community; business, social and wellbeing service providers; representative organisations; and visitors on multimedia platforms i.e. newsletter, social media, text messaging, website, hardcopy householder drops etc...
- Manage community and visitor complaints and requests.
- Maintain targeted communications with commerce, sporting, cultural, progress associations, schools and educational organisations, and representative bodies.
- Oversee the delivery of community warnings and disaster management information to the community.

Community Infrastructure & Services:

- Oversee planning, development, and management of community facilities, ensuring alignment with municipal growth and financial sustainability objectives.
- Ensure effective and efficient service delivery related to community infrastructure and public amenities.
- Work with Council's various function areas on community facility works and maintenance delivery.
- Develop policies and programs that enhance liveability and community resilience.

Promotion of Events, Social Services, Emergency Services, the Arts & Culture, and Sporting activities:

- Support the development of events, arts & cultural, and sporting initiatives to enhance community identity and tourism opportunities.
- Oversee a communication strategy for community awareness and essential services disruption; to promote municipal programs; provide awareness of council, community or social services; and promote economic and social development opportunities.
- Ensure brand consistency and strategic messaging in all marketing and promotional activities.
- Promotion of the importance of volunteers for emergency services and community groups' viability and longevity.

Tourism, Marketing & Events:

- Develop and execute marketing strategies that enhance tourism, attract visitors, and drive economic benefits.
- Oversee event planning and coordination to ensure alignment with community and economic development goals.
- Foster relationships with regional, state, and national tourism bodies to maximize visibility and impact.

Stakeholder Engagement & Collaboration:

- Build and maintain strong relationships with business leaders; government agencies; health and education providers; and community organisations; and potential local investors.
- Represent the Council at forums, industry associations, and public events.



- Work closely with elected officials to align and manage community expectations; community strategies; and project development with Council priorities – Including the management, focus and recommendations of the Tourism, Marketing and Events Advisory Committee.

Other

- Operationally manage efficient, effective, customer-focused delivery of the services at the Community Directorate.
- Positively manage change and continuous improvement within the Community Directorate in the pursuit of innovation and creativity and excellence in service delivery.
- Demonstrate commitment to *Work Health and Safety*, Council's *Code of Conduct* and professional public sector behaviour.
- 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.



Other requirements of this position:

This position may require travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role e.g. to attend training, events, conduct emergency works etc.

Physical Requirements

Physical Demand Category

- ☐ Sedentary Work
- ☐ Maybe required Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- ☐ Maybe required Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- ☒ Maybe required Heavy Work – Frequent lifting/carrying of objects weighing up to 16kgs.

Audio – Visual Demands

- ☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing

Specific Actions Required

This job may include

Standing/walking

Sitting

Driving

- | | | | | | |
|-------------------------------------|------------|-------------------------------------|------------|-------------------------------------|------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | None | <input type="checkbox"/> | None |
| <input type="checkbox"/> | Occasional | <input type="checkbox"/> | Occasional | <input type="checkbox"/> | Occasional |
| <input type="checkbox"/> | 1-4 hours | <input type="checkbox"/> | 1-4 hours | <input type="checkbox"/> | 1-4 hours |
| <input checked="" type="checkbox"/> | 4-6 hours | <input checked="" type="checkbox"/> | 4-6 hours | <input checked="" type="checkbox"/> | 4-6 hours |
| <input type="checkbox"/> | 6-8 hours | <input type="checkbox"/> | 6-8 hours | <input type="checkbox"/> | 6-8 hours |

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- ☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☒ Finger Dexterity ☒ Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Skills, Experience and Qualifications

Essential or relevant to your position:

- Current 'C' Class Driver's licence
- Proven leadership experience in community communications and engagement; community, economic and social knowledge; community services; community infrastructure management or a related field.
- Strong strategic planning and project management skills.
- Proven experience managing multidisciplinary teams and complex projects.
- Demonstrated experience in stakeholder engagement and relationship management.
- Knowledge of government policies and funding mechanisms related to community development and infrastructure.

Desirable:

- Excellent communication, negotiation, and advocacy skills.
- Ability to lead multidisciplinary teams and drive cultural change.
- Strong financial and resource management capabilities.
- A passion for community engagement and public service.

Eligibility and other requirements

To be eligible for this position, the incumbent must be:

- legally entitled to work in Australia, including obtaining and retaining any necessary visas or residency status where applicable;
Note: If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, provided the work complies with the conditions of your visa.
- medically fit and physically capable to meet the health requirements of the position and be prepared, to complete a Medical Assessment in accordance with the "Fitness for Duty Policy";
- prepared, if required, to provide a positive Criminal History Check;
- willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- prepared to work flexible hours to meet the requirements of the position;
- in agreement with all other terms and conditions specified within the Contract of Employment;
- approved for employment by Human Resources following satisfactory qualification, reference and any other pre-employment checks as required for this position (applicable to new starters only).





Position Description

HRF-002A V2

Acknowledgment of Position Description

- ☐ I have received a copy of the relevant position description.
- ☐ I have read this position description, and I understand the duties, responsibilities and expectations.
- ☐ I understand that the position description outlines the general nature, function, and level of work being performed, rather than an exhaustive list of all duties, responsibilities, and skills needed for the role.
- ☐ I understand my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description.
- ☐ Before signing, I have discussed any relevant questions I have about the position. The listed skills and experience represent the minimum requirements for the position.
- ☐ I understand that I must possess the ability and/or aptitudes to perform each duty proficiently.

Employee Signature:

Date:

Employee Name:

CEO Signature:

Date:

CEO Name:

