

Position Description

Position Title:	Advisor, Stakeholder and Community Engagement
Business Area:	Strategy, People and Planning
Employment Status:	Temporary full time – 2 years
Location:	Brisbane
Classification:	AO7 Queensland Government equivalent
Annualised Salary:	\$109,758 - \$117,532 (excluding superannuation and leave loading)
Contact:	careers@crrda.org.au

The Cross River Rail Project:

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and that will transform the way we travel across the whole of South East Queensland.

It will include four new underground stations through the middle of Brisbane, provide a new above-ground station at the RNA Showgrounds, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signalling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads

More than just a rail project, Cross River Rail also presents opportunities for urban renewal and precinct development at each of its major station locations, including Boggo Road, Woolloongabba, Albert Street and Roma Street.

Major construction of Cross River Rail commenced in 2019 and first services are expected to operate within 2025.

For further information visit our website at www.crossriversrail.qld.gov.au

Role Overview:

The Advisor, Stakeholder and Community Engagement, will manage and coordinate the allocated Delivery Authority external communications related to stakeholder engagement and issues management activities associated with the Cross River Rail Gold Coast Infill Stations. They will adapt strategies to suit specific stakeholders and engagement objectives, as well as to recognise the different phases the project will experience (i.e. planning, construction, commissioning).

Regular travel to the Gold Coast is required as part of this role.

The position reports to the Director, Stakeholder, Land and Issues Management.

Key Responsibilities:

- Ensure consistent messaging for external communications related to stakeholder engagement and issues management activities across identified sites and activities.
- Develop, implement and monitor stakeholder engagement initiatives for the Delivery Authority.
- Maintain accurate records and provide up-to-date reports on consultation and communication activities to ensure that all relevant parties are informed of issues and outcomes.
- Identify relevant and appropriate stakeholder segmentation, prioritization, perceptual mapping and strategies for each identified stakeholder.
- Manage the implementation of stakeholder strategies effectively with relationship owners to ensure objectives are achieved.
- Prepare and implement a range of communication tools for stakeholder engagements to support strategies and programs ensure consistency in messaging.
- Ensure approval conditions and compliance requirements are met, where these relate to stakeholder engagement activities.
- Manage stakeholder activities in line with broader project milestone schedules ensuring integration with the schedule.
- Provide strategic advice internally on matters of non-technical risk relating to project objectives and core organisational programs to ensure external considerations particularly around highly sensitive or confidential matters are a natural part of decision making.
- Liaise with project teams to develop communication activities that are appropriate and effective.
- Support all government reporting requirements including ministerial briefings and statements, board reports, adherence to policies etc.

Key competencies

The successful candidate will be able to demonstrate the following key competencies:

- Extensive experience in developing, implementing and managing complex communications and stakeholder engagement projects.
- Demonstrated experience liaising, influencing, negotiating and providing strategic advice to internal and external stakeholders.
- High level written and oral communication skills including preparation of Ministerial and government correspondence and briefing materials that are confidential in nature.
- Strong organisation and time management skills.
- Previous experience in an infrastructure environment is highly advantageous.

How to apply:

Please provide the following information for the selection panel to assess your suitability for this role:

- A one page application outlining specific work experience.
- Your CV or resume.

Submit your application to careers@crda.org.au before COB Thursday 2 September 2021.

Additional information

- Regular travel to the Gold Coast.
- Work outside of normal business hours, on weekends and public holidays may be required.
- A criminal history and/or integrity check may be initiated on the preferred applicant.
- Applications will remain current for a period of up to 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary; full time or part time).
- To be appointed to a position, you must be: an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. You are required to provide evidence in the form of a scanned copy of your passport, birth certificate or document from Immigration confirming your residency.
- All newly appointed employees to the Queensland public sector are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment.
- Probationary periods apply to all new employees.
- Applications from recruitment agencies will not be accepted.
- The Delivery Authority requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy legislation.
- All employees are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the Delivery Authority.
- Employees are required to acknowledge they understand and abide by their obligations under the Delivery Authority Code of Conduct and agree to align their professional conduct to these obligations.
- The Delivery Authority abides by the Queensland Employment Standards outlined in the *Industrial Relations Act 2016*.