



POSITION DESCRIPTION

Governance and Engagement Specialist

POSITION OBJECTIVE

Supporting the delivery of the Governance and Engagement function at Culturev8 by providing high-quality governance, engagement and project support, with a focus on regional, rural, remote and First Nations clients in Queensland.

ABOUT CULTUREV8

Culturev8 is a multidisciplinary consultancy providing integrated services in law, business strategy and engagement to councils, NGOs and private sector partners across Queensland and beyond.

ABOUT THE ROLE

This is a newly created position, established in response to the growth of the Culturev8 business. The Governance and Engagement Specialist shall work under the supervision of the Senior Governance and Engagement Lead, together supporting the firm's multi-disciplinary team.

The role requires a self-guided individual who is able to work both independently and remotely, as well as part of a team of professionals. Demonstrated technological proficiency is key to this role.

The role is broad, with activities including drafting and reviewing policies against applicable State legislation, including but not limited to the *Local Government Act 2009* (Qld) and applicable Acts and Regulations, preparing briefs and reports for client executive teams, and supporting community engagement activities on Country. The position operates across multiple client engagements concurrently and contributes directly to the client outcomes.

The successful applicant will bring a sound understanding of First Nations communities and organisations, familiarity with the Queensland political environment, and experience in local government, community organisations, and/or as part of a legal or policy team.

The position offers considerable variety and the opportunity to contribute to meaningful outcomes for regional and remote communities.

Aboriginal and Torres Strait Islander applicants, including community-based applicants, are strongly encouraged to apply.

REPORTS TO: SENIOR GOVERNANCE AND ENGAGEMENT LEAD

POSITION KEY RESPONSIBILITIES

1. Governance and Compliance Support:

- Support the development, review and maintenance of governance policies, procedures, frameworks and registers for Culturev8 and its clients.
- Interpret and apply legislation relevant to client work, including but not limited to the *Local Government Act 2009* (Qld) and *Local Government Regulation 2012* (Qld).
- Support the monitoring of legislative and policy changes affecting Culturev8 and its clients.
- Support the monitoring of grant and funding opportunities.

2. Community and Stakeholder Engagement:

- Support the design and delivery of community and stakeholder engagement activities, with cultural integrity and in line with community protocols.
- Liaise with stakeholders including local councils, Queensland and Federal Government officials, and NGOs.
- Build and maintain respectful, effective relationships with all stakeholders, leaders and community members.

3. Planning and Project Support:

- Support operational and strategic planning for Culturev8 and its clients.
- Provide project management support across Culturev8 and its clients' engagements.

4. Research and Analysis:

- Undertake research on governance, social policy, legislative and public affairs matters.
- Collect, analyse and present data to inform advice and client deliverables.

5. Administration Support:

- Provide administration support across Culturev8's service lines.
- Record time accurately in accordance with Culturev8 practice.
- Other duties as reasonably directed.

SELECTION CRITERIA

Essential Criteria

1. Demonstrated First Nations Engagement:

- High-level understanding of, and experience working with, First Nations organisations and communities.
- Commitment and passion for advancing First Nations peoples and communities.

2. Demonstrated Local Government and Regional Knowledge:

- Understanding of the Queensland local government policy environment.
- High-level understanding of the regional and political environment in Queensland, in particular Cape York and the Torres Strait.

3. Demonstrated Communication and Interpersonal Skills:

- High-level verbal and written communication skills, including the ability to effectively communicate in meetings, and in the development of briefs and reports.
- Strong interpersonal skills and the ability to work positively with others.

4. Demonstrated Analytical and Problem-Solving Skills:

- Strong research skills with high attention to detail.
- A solutions-based, innovative approach.
- An understanding of social policy and an interest in political systems and socioeconomics.

5. Demonstrated Organisational and Time Management Skills:

- Demonstrated project management skills and the ability to manage multiple tasks simultaneously.
- Demonstrated ability to work independently in a remote home office format, and as part of a wider team via collaborative technology.
- Strong work ethic, effective time management and the ability to meet deadlines.

6. Demonstrated Proficiency in Collaborative Technology:

- Demonstrated proficiency using Microsoft's suite of collaborative team-based applications, including Teams, SharePoint, Word and Excel and the broader Microsoft Office 365 suite.

7. Demonstrated Professional Conduct:

- Demonstrated ethical conduct, discretion and sound judgement, including handling confidential and culturally sensitive information.

Desirable Criteria

- Diploma of Local Government, or similar qualification such as Work, Health and Safety, or equivalent work experience.

Mandatory Qualifications

1. Current driver's licence.
2. Ability to obtain a Blue Card for working with children in Queensland.

CORPORATE RESPONSIBILITIES

1. Policy and Procedural Responsibilities

Be aware of, and act strictly in accordance with, all organisational policies and procedures.

2. Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within the organisation's Code of Conduct. Personnel not adhering to the Code of Conduct will be subject to disciplinary action.

3. Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

4. Key Performance Indicators

Adhere to Key Performance Indicators set by Directors for the position, as varied from time to time.

WORKING CONDITIONS & ENTITLEMENTS

- Availability and willingness for occasional multi-night travel to regional/ remote locations, including travel in light aircraft
- Permanent/ Full-time (38 hrs per week)
- \$90,000 – \$105,000 p.a (FTE) + superannuation, commensurate with experience and / or qualifications
- Leave (Per National Employment Standards)
 - Annual Leave – 4 weeks p.a (FTE)
 - Personal/ Carer's Leave – 10 days p.a (FTE)
- Remote home office based
- Work laptop computer and mobile phone (business use only).
- Uniforms supplied for client-facing engagements.

Application instructions

To apply, please submit the following by **5.00pm Monday 24 August 2026**:

- A current resume
- A covering letter that responds to each of the selection criteria

Please provide applications and enquiries to mail@culturev8.com.au or

0459 857 013.