

Roles available

Wherever possible, Ready Reserve members will be assigned roles in line with their skills and experience. However being able to respond to changing circumstances is particularly important as you may find yourself reporting to someone who usually reports to you or doing an administrative role because that's what is required at the time.

Every role is important for a successful community recovery response. Regardless of your role, you'll be helping Queenslanders – and that's something you can feel great about!

Outreach Worker

- Visiting people at their homes to complete financial assistance applications
- Providing advice and information about recovery services available
- Verify disaster impact and damage to support grant applications of SAG, EHC & ESSRS at peoples homes

Recovery Hub Worker

- Helping affected people to complete financial assistance applications
- Providing disaster specific advice about safe clean up, managing health concerns, how to cope and insurance advice
- Referrals to other govt departments and NGO for emotional support and recovery services

Roles available in the Event Management teams across the state.

Planning, Intelligence & Reporting

- Wordsmiths: you write briefs in your sleep and eat reports for breakfast
- DataNerds: you laugh in the face of VLOOKUPS
- Mappers: Latitudinally-speaking, you're a high achiever

Business Support & Finance

- Assist with purchasing & financial administration
- Understanding of government financial accountability
- Maintain budget records & expenditure reconciliations

Workforce & Deployment

- HR advice on policies & procedures
- Travel & accommodation bookings
- Rostering, processing of timesheets & entitlement claims

Managers / Team Leaders

- Establish & lead multi-disciplinary operational teams
- Briefing for staff incl. shift briefing & situational updates
- Supervisory & leadership / management skills

Logistics Coordination

- Knowledge of government purchasing arrangements
- Planning, coordination & database skills
- Knowledge of technical equipment (e.g. field equipment, ICT, etc.)

Grant Administration

- Knowledge of grants management policies and procedures
- Competency in the use of financial processing systems
- Ability to conduct eligibility assessments & quality assurance checks

Training Delivery

- Knowledge of training principles & methodologies
- Delivery of training to small groups
- Understanding of disaster recovery preferable but not essential

Client Support Services & Administration

- High quality in word processing, spread sheeting & data input skills
- Ministerial & Executive support experience.
- Customer services skills for call centre & follow up calls

Marketing & Communication

- Ability to write and edit a range of material (incl factsheets, flyers & web content)
- Competency in design tools piktochart, vision6 & Canva
- Knowledge of web content publishing principles



To find out more visit: www.qld.gov.au/readyreserve