community recovery

Become a key player

in our Event Management Teams across the state

NOMINATE TODAY!

... and put your skills to the test

CBD locations are still available

We are putting a fresh call out for people who have particular skills to join our CBD and regional teams.
If you have skills & experience in the following areas, you could play a vital role in helping Queensland communities recover from disasters . . .

Planning, Intelligence & Reporting

- Capability in the use of data analytics tools (e.g. PowerBI, etc.)
- Good data analytics & Excel skills (incl. formulas and look ups)
- Capability in the use of GIS tools (e.g. ArcGIS, etc.)

Business Support, Finance & Executive Support

- Assist with purchasing & financial administration
- Ministerial & Executive Support to Senior Leaders
- Maintain budget records & expenditure reconciliations

Workforce & Deployment

- HR advice on policies & procedures
- Travel & accommodation bookings
- 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 financial management policies & practices
- Competency in the use of Excel & payment processing systems
- Ability to conduct eligibility assessments & quality assurance checks
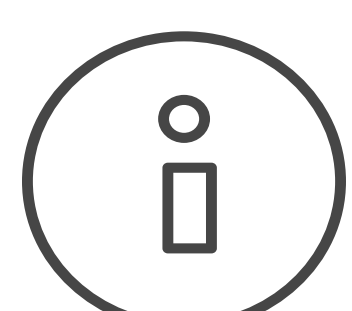
Training Delivery

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

Event Relationship Manager

- Ability to manage state-wide Non-Government Organisation relationships
- Knowledge of contract management
- High quality in word processing, Excel & data management

Marketing & Communication

- Ability to write & 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, contact your Agency Key Contact or visit:

www.qld.gov.au/readyreserve

Queensland Government