



Northern Peninsula Area Regional Council

Employment Opportunity

TOURISM OFFICER

Northern Peninsula Area Regional Council is seeking applications from suitably qualified, motivated, and experienced person for the position of Tourism Officer.

The role is to work collaboratively with Tourism Tropical North Queensland (TTNQ) and the Northern Peninsula Area Regional Council's external and internal stakeholders to embed an operating model that achieves:

- The attraction of visitors, business, and investment to the area through a shared networking approach with local businesses, government and non-government services, and other interested parties.
- Reinforces the regional development outcomes for council by supporting existing and new businesses and employing strategies to attract investment into the region.
- Focusing on economic development and growth in the region with the Tourism Industry

About the Role

The Tourism Officer will assist the tourism primary industry focus and strengthen the already strong tourism market available to the Northern Peninsula Area (NPA).

Tourism Officer would ideally complement the existing Events Coordinator and has the potential to look at identifying new tourism opportunities and further improve existing ones.

- Tourism Officer and Event coordinator mentoring and skills transfer
- Implement and actively participate in the chairing of a regional Tourism committee
- Implement a calendar of tourism events for the region and coordinate with the Events coordinator and team to plan and organise events.
- Provide a database and management process of key contacts in the NPA and Torres Strait region.
- Provide expert advice to local council and stakeholders
- Provide monthly reports to the Executive Manager of Corporate Services and TTNQ advising the progress of required tasks and tourism opportunities for the region.
- Identify a target market and develop a visitor communication strategy.

- Develop a volunteer strategy to encourage local event participation.
- Partner with local organisations to increase visitation around cultural and sporting events.
- Work with other regional councils to promote events

Remuneration:

\$54,523.55 to \$68,148.19 per annum plus superannuation (salary range is dependent on skills, experience, and qualification)

Benefits:

- 36.25 hour per week position
- 5 Weeks Annual Leave
- Up to 12 to 15 Days sick leave per annum

Who to Contact:

Kawia Sunai, HR Advisor on 07 40486600 or hrdepartment@nparc.qld.gov.au

How to Apply:

Before applying, please read the position description to complete the application. Your application should have detailed responses to the questions which relate to the selection criteria within the position description and submit your application to hrdepartment@nparc.qld.gov.au a copy of the following:

1. Cover Letter and Resume
2. The responses to the selection criteria outline below to address in your cover letter are:

Selection Criteria:

- Ability to provide routine reports prior to expected date.
- Demonstrated ability to build and maintain positive, cooperative, and productive relationships with staff, the community, and key stakeholders.
- The ability to work collaboratively with colleagues to achieve priorities and build strong and effective partnerships with internal and external stakeholders
- Working knowledge of Queensland local government legislation and procedures.
- Proven ability to develop and maintain effective networks with stakeholders
- Appropriate oral and written communication skills, with an ability to prepare and deliver presentations to expected standards, using electronic media.

- Knowledge and understanding of regionally specific Aboriginal and Torres Strait Islander culture, heritage, and custodial values.
- Understanding of the practical application of WH&S requirements.
- Hold a current Class C Drivers Licence

Your candidate suitability is determined by your responses to the selection criteria.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Thursday, 09 July 2020 at 11.59pm