

Stakeholder Engagement Officer– Project Delivery

Position Description

Directorate	Project Delivery and Waste	Department	Project Delivery
Reports To	Stakeholder Engagement Specialist	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level Five

Position Purpose

The Stakeholder Engagement Officer – Project Delivery assists in the planning and delivery of stakeholder and community engagement activities that support Council's major infrastructure and capital works projects. The role ensures all engagement is undertaken in accordance with the City of Moreton Bay (Council) Community Engagement Framework, embedding transparency, inclusiveness, accessibility, and early engagement into project delivery.

The position provides advice across engagement processes and strengthens Council's relationship with the community by ensuring engagement outcomes meaningfully inform project decisions.

Key Responsibilities and Outcomes

As a Stakeholder Engagement Officer - Project Delivery and member of the Project Delivery Department you will:

- Partner with project managers and multi-disciplinary teams across Council to design and implement engagement strategies that respond to project scope, community needs, risks, and opportunities.
- Ensure engagement approaches are collaborative, inclusive, transparent, timely, responsive, and measurable, consistent with Council's Community Engagement Plan.
- Undertake research into project context, community demographics, stakeholder interests, and potential impacts to inform engagement planning and decision-making.
- Participate in engagement activities across the project lifecycle, including early-stage planning, design, construction, and post-delivery evaluation.
- Monitor the effectiveness of engagement methods and messaging in response to emerging issues, community sentiment, and changes in the operating environment.
- Produce high-quality engagement materials across traditional and digital channels, including project updates, correspondence, fact sheets, web content, social media copy, consultation reports, and Council briefing materials.

- Provide strategic, evidence-based advice to project managers, senior leaders, and Councillors to support informed decision-making, risk management, and opportunity identification.
- Build and maintain strong, productive relationships with internal and external stakeholders, including Council's Community Engagement Unit, community groups, businesses, government agencies, and elected representatives.
- Assist in the development and implementation of project delivery engagement evaluation frameworks and governance to measure effectiveness, identify insights, and support continuous improvement.

Our Values

Our values:
guiding how we
work and shaping
our future.



SEE THE PERSON.
SEE THE CITY.



OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.



FALL, LEARN, RISE.
TOGETHER
WE GROW.



THINK BIGGER.
LET'S GO.

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated experience in designing, leading and managing complex community engagement strategies across diverse stakeholder groups, ideally within an infrastructure, planning or project delivery environment.
- Strong knowledge of project management and the ability to manage multiple concurrent projects, meet competing deadlines, and adapt effectively within a dynamic and rapidly changing operating environment.
- Sound analytical skills, with experience interpreting policy, research and technical information and applying insights to engagement planning, risk management and communication strategies.
- Highly developed written and verbal communication skills, with a proven ability to produce high quality content across traditional and digital channels tailored to a wide range of audiences.
- Ability to build and maintain high level relationships, working collaboratively with internal and external stakeholders and applying positive influence, negotiation and problem solving skills to overcome barriers and secure support.
- Demonstrated experience facilitating meetings, workshops and participatory engagement activities, both in person and through online platforms.
- Willingness and capacity to work outside standard business hours, including evenings and weekends, to support engagement activities when required.

Qualifications

- Driver's licence (C class)
- Bachelor's degree in communications, marketing, public relations or a related discipline (desirable) or commensurate experience.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.