

Senior Policy Officer to the Mayor

Position Description

Directorate	Office of the CEO	Department	Government and External Relations
Reports To	Mayor	Direct Reports	Yes
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 7

Position Purpose

The Senior Policy Officer to the Mayor provides high-level strategic and policy advice directly to the Mayor to support informed decision-making and effective leadership of the City. The position maintains oversight of emerging local, regional, state and federal issues, coordinates strategic advice and briefing material, and works closely with the Mayor, Manager - Office of the Mayor and Advocacy Branch to ensure the Mayor is appropriately briefed and positioned on key issues affecting the City and beyond.

Key Responsibilities and Outcomes

As the Senior Policy Officer to the Mayor, you will:

- Provide strategic and policy advice directly to the Mayor on matters impacting the City, supporting informed decision-making and effective civic leadership.
- Undertake research and analysis on strategic projects, sensitive matters, government initiatives and community issues to inform the Mayor's priorities and decision-making.
- Prepare briefing notes, reports, background papers and strategic advice to support the Mayor's participation in Council Briefings, General Meetings and key engagements.
- Prepare correspondence, speeches and other communications for the Mayor and Office of the Mayor as required.
- Monitor, analyse and provide advice on local government issues, legislative reform, state and federal government policies, economic conditions, community sentiment and emerging trends relevant to the City.
- Maintain awareness of significant local, regional and South East Queensland issues to ensure the Mayor is well-informed on emerging priorities and challenges.
- Provide concise recommendations and advice to support the Mayor's participation in meetings, events, public engagements and advocacy activities.
- Represent the Mayor at meetings, events and stakeholder engagements where required, accurately conveying the Mayor's views, priorities and strategic direction.
- Work collaboratively with the Advocacy Branch and relevant Council departments to monitor government policy, legislative reform, funding opportunities and strategic initiatives affecting the City.

- Perform all duties in accordance with the Local Government Act 2009, the Code of Conduct for Councillor Advisors in Queensland, Council policies and the Councillors' Acceptable Request Guidelines.
- Provide logistical support for the Mayor's official engagements, including transport assistance and/or driving where required.

Our Values

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



Decision Making

<i>Budget</i>	Not applicable
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated experience in a policy, advocacy, government relations or strategic planning role within local government, government or a comparable environment.
- Proven ability to provide strategic advice and recommendations to senior leaders, elected representatives or decision-makers on complex issues.
- Highly developed communication skills, including the preparation of briefing notes, reports, correspondence, speeches and executive-level advice.
- Well-developed research, analytical and problem-solving skills, with the ability to assess complex issues and provide evidence-based recommendations.
- Ability to analyse, interpret and communicate complex information in a clear, concise and practical manner.
- Demonstrated political awareness, sound judgement and discretion when managing sensitive, confidential or contentious matters.
- Knowledge of, or the ability to quickly acquire knowledge of, local government legislation, governance frameworks, government processes and the broader political and policy environment.

Qualifications

- Degree qualification in Communications, Public Relations, Public Policy, Political Science, Business, Community Development
- Current "C" Class Driver's Licence.

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.