



Position Description

Director – Corporate, Community & Economic Development

Department:	Executive
Reports to:	Chief Executive Officer
Direct Reports:	To be determined (may include finance, governance, people & capability, economic development, grants, community development and partnerships functions)
Employment Instrument:	Senior Officer – Award not to apply
Location:	Palm Island or Townsville

Palm Island Aboriginal Shire Council

Palm Island Aboriginal Shire Council serves the Manbarra and Bwgcolman peoples through community centred leadership, cultural respect, and a commitment to safety and excellence. Everything we do is focused on supporting our community to build a strong, vibrant local economy that sustains our people now and for future generations.

We're building a place based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact.-based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact

Our Values

- **Service to Community** – We act for the wellbeing, safety, and future of our people.
- **The Bwgcolman Way** – We work with respect, culture, unity, and accountability.
- **Safety First** – We protect our people, workplaces, and island through safe decisions and behaviours.
- **Leading for Excellence** – We strive for quality, continuous improvement, and responsible stewardship.

Role Purpose

This role provides strategic leadership across Council's corporate, governance, economic development, financial management, and community development functions. The position ensures Council remains financially sustainable, compliant, well governed, and community-governed, and communityfocused, while driving Palm Island's long-focused, while driving Palm Island's longt-term economic growth and prosperity.

It is an expectation that this role is to contribute to Council's commitment to succession planning and local workforce development, including mentoring and building capability of Palm Island people to support future leadership and career pathways.

A key requirement is to strengthen and expand the local economy by supporting local business capability, facilitating local procurement pathways, and championing employment and enterprise development opportunities aligned with Council's strategic priorities.

Key Responsibilities

In performing this position effectively, you will be required to:

Corporate Leadership & Governance

- Lead Council's governance, policy, risk, compliance, and organisational performance functions.
- Ensure compliance with legislation, audit requirements, financial standards, and procurement frameworks.
- Provide strategic advice to the CEO, ELT, Mayor and Councillors.

Financial Sustainability

- Oversee budgeting, long term financial planning, financial reporting, revenue management and audit processes.
- Maintain strong internal controls, fiscal discipline, and transparent reporting.

Economic Development

- Lead the development and implementation of Council's economic development strategy.
- Support the growth of local enterprises and encourage new investment, innovation and industry partnerships.
- Facilitate opportunities for local business participation in Council contracts and service delivery.

Local Business & Employment Uplift

- Promote procurement and economic development initiatives that strengthen local business capability.
- Support microenterprise development, local industry readiness, and small business growth.
- Ensure procurement and partnership strategies support local participation in line with probity and value-for-money responsibilities.

Community Development & Partnerships

- Oversee delivery of community programs, partnerships and services that improve community wellbeing.
- Ensure culturally safe, community led engagement frameworks.

Organisational Capability

- Lead workforce planning, people & capability development, policy improvement and corporate systems uplift.
- Develop the knowledge, skills and leadership capability of local staff through coaching, mentoring and on-the-job learning.

Primary Deliverables

- Strong governance, compliance and organisational performance framework.
- Sound financial management with transparent reporting and clean audits.
- Increased local business participation and economic development outcomes.

- Effective community partnerships and high-quality-quality community programs.
- Improved organisational effectiveness and capability.

Key Relationships

Internal

- Mayor and Councillors
- CEO
- Executive Leadership Team
- All Council employees

External

- State and Federal Government Agencies
- Statutory Authorities
- Contractors
- Members of the Community

Position Requirements

Essential

- Relevant tertiary qualifications (Business, Finance, Public Administration, Economic Development, Governance or similar) or extensive experience in corporate governance.
- Senior leadership experience in corporate services, governance, economic development or financial management.
- Strong understanding of local government governance, policy and financial frameworks.
- Demonstrated commitment to local economic development and business capability uplift.
- Strong communication skills, including experience working with Aboriginal and Torres Strait Islander communities.
- Current Queensland “C” Class Driver’s Licence.

Desirable

- Experience working in regional or remote communities.
- Experience in local government or similar regulated environments.

Conditions of Employment

- Contract Director reporting directly to the CEO.
- Financial and procurement delegations as authorised by Council.
- Participation in disaster and emergency response as required.
- Travel between Palm Island and Townsville as needed.

Success Profile (Behaviours)

- Leads collaboratively across teams, partners, and cultures.
- Exercises high-level judgement, integrity, and accountability.
- Communicates with influence, clarity, and cultural awareness.
- Acts as a role model for Council values and leadership standards.
- Leads through change with resilience and adaptability.
- Builds capability and empowers staff.

Compliance Requirements

All employees must comply with:

- Council policies and procedures
- Work Health and Safety legislation
- Code of Conduct
- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*

Position Description Approval

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Palm Island Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Chief Executive Officer: _____ **Signature:** _____
(Name)

Date: _____

Position Acceptance

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____