



Position Description

Rent to Buy Engagement Officer

Department:	Land Trust
Reports to:	Interim Land Trust Coordinator
Employment Instrument:	<i>Palm Island Aboriginal Shire Council Certified Agreement 2010, Queensland Local Government Industry (Stream A) Award – State 2017</i>
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.

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.

About the role

You will help support the Rent-to-Buy Home Ownership Program, which helps community members work towards owning their own home.

In this role, you will:

- Learn about the Rent to Buy Scheme
- Talk with community members and help them understand the program
- Help people fill in forms and applications
- Support people step-by-step through the process
- Learn how to do office work and reporting

You will be supported with on-the-job training, so you don't need to know everything straight away.

What you will be doing

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

Helping community members

- Talk with people in the community and explain the Rent to Buy program in a simple way
- Help people complete forms and applications
- Help organise appointments and follow up with participants
- Connect people with support services if they need extra help
- Build respectful and trusting relationships

Working with others

- Help work with different organisations (like support services or government teams)
- Support your supervisor with program activities
- Help organise community information sessions

Office and administration support

- Keep simple and accurate records
- Help write basic reports
- Take notes in meetings
- Help with general office tasks

Communication & Team Support

- Communicate with internal teams and contractors as directed.
- Refer tenant, occupancy, compliance and risk matters to the Corporate Assets Coordinator.
- Support the flow of information between property, finance and administration teams.

Key Relationships

Internal

- Land Trust Officer
- Other Council Teams

External

- Community members
- Support services and partner organisations

What you need to succeed

You don't need a lot of experience - this is an entry-level role.

We are looking for someone who:

- Treats others with respect and be confidential
- Can listen and communicate clearly

- Has basic reading and writing skills
- Can use a computer for simple tasks (or be willing to learn)
- Is reliable and willing to learn new skills
- Can ask for help when needed
- Holding a C class licence would be helpful, but not mandatory

Who can apply

This role is for:

- RAES participants or eligible job seekers
- People aged between 15 and 24 and located in RAES region
- People who want to gain work experience and build skills
- People interested in helping their community

What you will get

- On-the-job training
- Support and mentoring
- A chance to build skills and confidence
- Experience working with Council and community programs

Success Profile (Behaviours)

- Works respectfully with others
- Builds positive relationships
- Maintains confidentiality
- Shows willingness to learn
- Is reliable and accountable

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: John Coyle
(Name)

Signature: _____



Date: 18/06/2026

Chief Executive Officer: Emma Bradbury
(Name)

Signature: _____



Date: 19/06/2026

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: _____