

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Tourism Officer
DEPARTMENT	Governance
POSITION STATUS	Temporary Part Time
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Level 1 - 2
REPORTS TO	Tourism Supervisor
DELEGATIONS	As per Council's Delegation of Authority Register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

POSITION OBJECTIVE / OVERVIEW

To provide frontline tourism services focused on the Visitor Information Centre, Museums and Gallery and to promote the Shire, its attractions and products as a destination for tourists.

To assist the Tourism Manager in the organisation of events, marketing, promotional material and associated activities.

KEY ACCOUNTABILITIES / DUTIES

1. Act as a first point of customer service contact at the Visitors Information Centre, Gallery and Museum;
2. Respond to tourism enquires in an efficient, effective and courteous manner;
3. Promote the Shire, its attractions and products as a destination for tourists;
4. Organise and prepare new exhibits in the Gallery and assist with opening nights when required;
5. Collect, prepare and record exhibits for Museum displays;
6. Assist the Tourism Manager with events and special projects; and
7. Perform other duties and responsibilities within the skill set of the incumbent as requested by the Tourism Manager or Chief Executive Officer.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Highly developed communication and organisational skills;
- Highly developed time management skills;
- Experience in tourism promotion;
- Demonstrated ability to work as a team member and contribute to team outcomes;
- Proficient in the use of PC based software including word processing, spreadsheets and databases, presentations and communications software;
- Demonstrated experience in customer service in providing accurate and timely advice;
- Current Queensland 'C' Class Drivers Licence; and
- Current holder of Suitability Card – Commission for Children and Young People and Child Guardian or be prepared to obtain this card.

Desirable

- Experience in the operation and management of a Visitor Information Centre, Galleries and Museums; and
- Extensive knowledge of places of interest within the region.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

Hours of work may vary to ensure availability outside standard hours on occasions, particularly during the tourism season;

The incumbent may be required to relieve in other positions in Council from time to time.

WH&S DUTY STATEMENT

All employees have a duty under Section 28 of the Workplace Health and Safety Act 2011.

While at work, all Quilpie Shire Council workers must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow their person to comply with the Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGEMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
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Print Name	
Date	/ /