



APPLICANT PACK

Manager Culture, Arts & Regional Engagement

Central Highlands Regional Council



CONTACT

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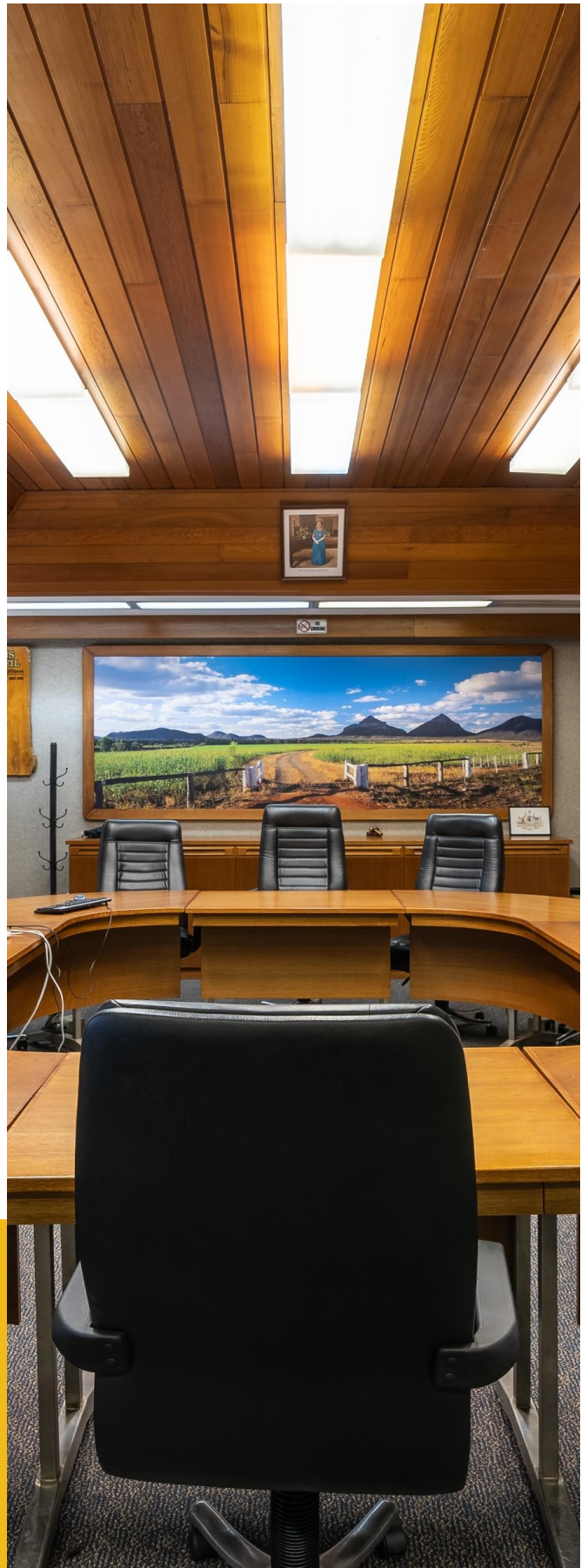
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We respectfully acknowledge the Traditional Custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.

The Role

Central Highlands Regional Council is seeking a contemporary and community-focused leader to guide the strategic and operational delivery of culture, arts, libraries and regional engagement across the region. This role is pivotal in connecting people, programs and partnerships that enhance participation, inclusion and wellbeing. It offers the opportunity to shape Council's engagement frameworks and community-facing programs, delivering tangible outcomes across a geographically diverse and highly engaged communities.





The Opportunity

Reporting to the Director Communities, the Manager Culture, Arts and Regional Engagement leads a skilled and passionate team spanning community development, youth, libraries, arts and cultural programming, Council regional events and engagement. This role translates Council's strategic direction into meaningful initiatives that reflect current community needs, legislative requirements and national best practice, including IAP2-aligned engagement.

This vacancy presents a unique opportunity to bring renewed energy and strategic vision to a portfolio that is central to Council's identity and impact. The incoming manager will be supported by a highly engaged Mayor and Councillors, who are deeply committed to enhancing community participation and development.

Key Responsibilities

The Manager will:

- Lead the development and implementation of strategic community and cultural programs aligned to Council's Corporate and Community Plans.
- Reinvigorate Council's engagement framework, including the facilitation of Community Reference Groups and public consultation forums.
- Drive innovation in arts and library services, ensuring equitable access, digital capability and place-based programming.
- Oversee delivery of Council inclusive and high-impact events, regional activations and civic partnerships.
- Coordinate the Human and Social Recovery Group and contribute to disaster resilience planning in alignment with Local Disaster Management Group responsibilities.
- Provide policy and strategic advice to Council and executive leaders, including reporting on community engagement metrics and outcomes.
- Ensure governance, risk and financial management obligations are met, including oversight of operating and capital budgets.



The Team

The role oversees approximately 35 staff, including casuals, via five coordinators across libraries, youth development, arts and engagement, community relations and regional entertainment / events. The team is highly motivated and community-focused, valuing leadership that is clear, inclusive and empowering. The incoming manager will continue building on this positive culture by fostering collaboration, professional growth and high performance.

Immediate Priorities

Within the first 12 months, the successful candidate will focus on:

- Fostering effective and representative Community Reference Groups.
- Reviewing and refreshing community engagement and development strategies to align with current Council priorities.
- Addressing operational consistency and capability in library service delivery.
- Strengthening regional event programming and civic activation.
- Building visibility and public trust through presence at community forums and local engagements.



The Ideal Candidate

You are a strategic, people-centred leader with a passion for community connection and cultural enrichment. You bring experience leading diverse teams and programs within government, local government or the broader public sector. You thrive in complex environments where stakeholder interests must be balanced with transparency, empathy and evidence-based advice.

You will demonstrate:

- Proven experience in community development, arts and cultural services, regional activation or stakeholder engagement.
- Strong political acumen and the confidence to advise and influence executive leaders and elected members.
- The ability to lead through change, drive innovation and model inclusive, values-based leadership.
- High-level written and verbal communication skills, with the ability to communicate complex ideas clearly and professionally.
- A proactive, solutions-focused approach and genuine commitment to continuous improvement.

Qualifications and Experience

- Tertiary qualification in a relevant discipline (e.g. Community Development, Arts, Social Sciences, Public Administration) or extensive leadership experience in a comparable role.
- Demonstrated success in leading multi-disciplinary teams delivering community-focused services.
- Proven track record of budget management, program delivery and service optimisation.
- IAP2 Certificate in Engagement (or equivalent professional accreditation) and experience applying structured engagement methodologies.



Central Highlands Regional Council

Central Highlands Regional Council's vision is a progressive region creating opportunities for all. Council is committed to continuous improvement, sustainability and effective investment in its communities, guided by values of respect, integrity, accountability, transparency, teamwork and service. The Manager Culture, Arts and Regional Engagement will uphold these principles by ensuring that Council's programs are responsive, inclusive and strategically aligned.

Why This Role?

This is an opportunity to shape cultural and community life in one of Queensland's most engaged regional councils. It combines strategic influence with hands-on delivery, offering both challenge and reward for a leader who values community connection and creativity. The role provides the platform to innovate, collaborate and lead programs that celebrate diversity, strengthen participation and enhance the Central Highlands' regional identity.



Remuneration and Benefits

The total remuneration package for this position is in the range of \$213,000 to \$239,000 per annum, which includes:

- Base salary
- 14.25% superannuation
- Private use of a motor vehicle

Additional benefits include:

- Relocation assistance of up to \$10,000
- Accommodation support
- Attractive leave arrangements, including rostered days off

This is an office-based role where presence and collaboration are important, although some flexibility in hours is supported.



Selection Criteria

Community and Stakeholder Engagement

Demonstrated ability to design and lead inclusive, evidence-based engagement strategies aligned with Council's Corporate and Community Plans, applying recognised methodologies such as the IAP2 Framework. Including holding or working toward an IAP2 certification or equivalent.

Leadership and People Development

Proven record leading multidisciplinary teams in government or community settings, fostering a high-performance culture through coaching, mentoring and capability development while modelling Council's values of teamwork, respect and accountability.

Strategic Program Management

Experience planning, delivering and evaluating arts, community, recovery and engagement programs that translate strategic goals into measurable outcomes, delivered on time, within budget and to a high standard.

Stakeholder Relationships and Partnerships

Strong ability to develop and sustain collaborative relationships with government, industry, community, First Nations and regional partners, including experience facilitating advisory groups and representing organisations in public and civic forums.

Communication and Influence

Exceptional written and verbal communication skills with the capacity to prepare clear reports, briefings and updates for executives and elected members, and to facilitate workshops, forums and public engagement sessions effectively.

Governance and Risk

Comprehensive understanding of local government governance, financial accountability and risk management frameworks, ensuring compliance and alignment with legislative and community expectations.

Commitment to Community Wellbeing and Inclusion

Genuine passion for social impact, demonstrated through leadership of inclusive, culturally responsive and accessible initiatives that advance reconciliation, youth development, wellbeing and disaster recovery outcomes.



About Council

Central Highlands Regional Council stands out for its strategic location and significant contribution to Australia's inland transport network. Positioned on major freight routes, including the north-south link between Charters Towers and northern New South Wales, the region serves as a crucial inland transport alternative between Cairns and Melbourne.

The Central Highlands region covers approximately 60,000 square kilometres and extends from Arcadia Valley in the south to the Peak Ranges in the north, and from Boolburra in the east to Bogantungan in the west. The region encompasses 13 communities, including Capella, Tieri, Bluff, Duaringa, Blackwater, Dingo, Comet, Emerald, Gemfields, Springsure, Rolleston, Bauhinia and Arcadia Valley, serving a population of approximately 29,000 residents.

The council administers over \$1.1 billion in assets, which include nine library branches, six aquatic centres and seven customer service centres. They maintain 5,163 km of roads and 191 parks and open spaces, including the botanical gardens in Emerald, the linear parkland in Capella and the Japanese Gardens in Blackwater.

Central Highlands Regional Council is structured into five operational departments: Communities, Infrastructure & Utilities, Commercial and Corporate Services, the CFO Office, and the Office of the CEO. The council is governed by a Mayor and eight Councillors, who represent various districts within the region. The council employs 441 staff members dedicated to maintaining and enhancing the region's infrastructure and services.

The council's financial position, as reported in the 2022-23 annual report, includes \$1.705 billion in equity, \$1.832 billion in total assets, and \$127 million in liabilities.



Links to Council Information





Living in the Region



Housing

Housing in the Central Highlands region offers a variety of options to suit different lifestyles and needs. Residents can choose from urban living in towns like Emerald and Blackwater, which provide a range of modern homes, apartments, and rental properties, to more rural settings in communities like Capella, Springsure and Rolleston, where larger properties and pastoral lands are available.



Educational Facilities

The Central Highlands region boasts a comprehensive range of educational facilities, ensuring quality education for all age groups. There are numerous primary and secondary schools spread across the region, including in towns like Emerald, Blackwater, Capella and Springsure, providing accessible education close to home. Emerald hosts the region's largest secondary school, offering diverse programs and extracurricular activities. For higher education, Central Queensland University has a campus in Emerald, delivering tertiary education and vocational training programs.



Healthcare

The area is served by multiple hospitals, including Emerald Hospital, which offers a range of medical services and emergency care. Additionally, there are healthcare centres and clinics in towns like Blackwater, Capella and Springsure, providing general medical services, specialist care and allied health support. Community health programs and services, such as maternal and child health, mental health and aged care, are also available to meet diverse healthcare needs. The region is dedicated to delivering quality healthcare through well-equipped facilities and a network of skilled healthcare professionals..



Living in the Region



Shopping & Dining

Emerald serves as the main retail hub, featuring major supermarkets, specialty stores and shopping centres, ensuring access to a wide variety of goods and services. The smaller towns, including Blackwater, Capella and Springsure, provide local shops and markets for everyday needs. Dining options in the region are equally varied, with an array of cafes, pubs and restaurants serving everything from casual meals to fine dining. Local eateries often showcase regional produce, offering a taste of the local flavors and hospitality that make the Central Highlands a unique place to live and visit.



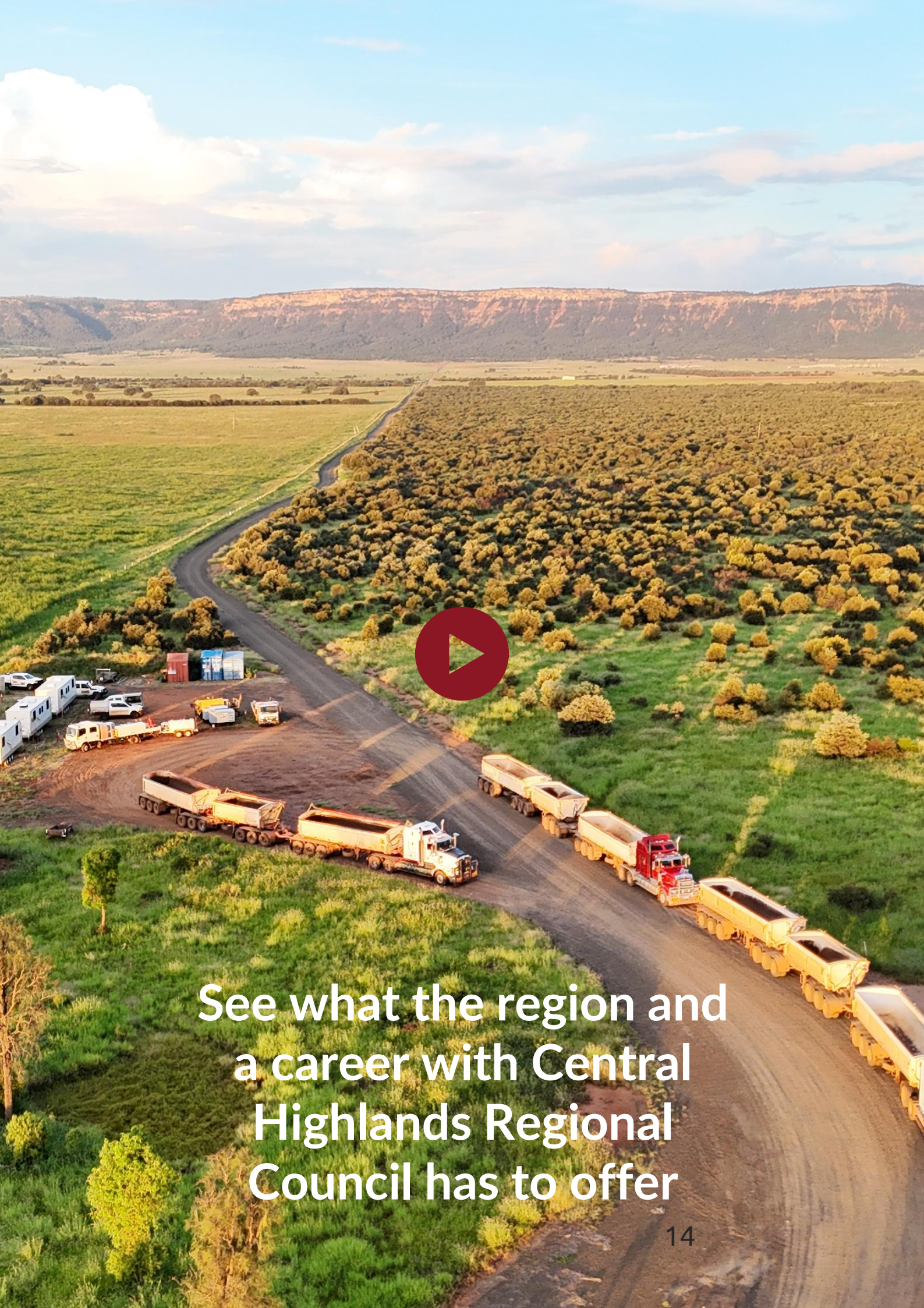
Sports & Recreation

The region boasts a variety of modern sporting facilities, including well-maintained sports fields, swimming pools and fitness centres. Local clubs cater to diverse interests, offering everything from soccer and netball to cricket and rugby. For those seeking more leisurely pursuits, the Central Highlands provides numerous parks, walking trails and outdoor spaces perfect for hiking, picnicking and relaxation. Community events and sports competitions further enrich the recreational landscape, fostering a strong sense of camaraderie and active lifestyle in the region.



Getting Around

The region is well-served by major roads and highways, making it easily accessible by car. For those traveling from further afield, Emerald Airport offers regular flights connecting to major cities. Public transport within the region includes bus services that connect key towns and communities, though services may be limited outside peak times. Additionally, regional rail services provide another option for travel, linking the Central Highlands with broader Queensland.



See what the region and
a career with Central
Highlands Regional
Council has to offer

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the [Key Selection Criteria](#)



Evaluation Process

Leading Roles and Central Highlands Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants who have been shortlisted will be advised and asked to attend an interview with the interview panel. Central Highlands Regional Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



Indicative Timeframes



Applications Open

- Week Commencing Monday 6 October 2025



Applications Close

- 5:00 pm Monday 27 October 2025



Initial Assessment

- Week Commencing 27 October 2025



Council Interviews

- Week Commencing 10 November 2025

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



Angie Simmonds

Principal Talent Consultant



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Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.



Leading Roles

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ATTACHMENT

Position Description

POSITION TITLE:	Manager Culture, Arts & Regional Engagement
POSITION NUMBER:	10178
AWARD:	Contract
AWARD CLASSIFICATION:	N/A
REPORTS TO:	General Manager Communities
DEPARTMENT:	Communities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Manager Cultural, Arts & Regional Engagement is responsible for managing and leading a team to support programs, projects and initiatives, broadly encompassing:

- **Arts** - Oversight of regional art galleries, coordination of relevant Committee/s including administration of Regional Arts Development Fund and management of Council's art collection.
- **Community Development** - Delivery of initiatives such as the Community Grants Program, community-led project facilitation, youth engagement activities, Sister City relations with Ichinoseki (Japan), reconciliation and Aboriginal and Torres Strait Islander programs, and wellbeing partnerships.
- **Engagement and Participation** - Implementation of Council's engagement methods, including facilitation of Community Reference Groups and consultation forums.
- **Human and Social Recovery** - Coordination of the Human and Social Recovery Group, contributing to the Local Disaster Management Group's responsibilities and ensuring community resilience through coordinated recovery planning.

- **Library Services** - In partnership with State Library Queensland, provision of library programs and services across physical and digital platforms.

KEY RESPONSIBILITIES IN THIS ROLE

1. Strategic

- Lead the strategic direction for Council's community engagement, events, programs, and services, ensuring alignment with the Corporate and Community Plans.
- Prepare, implement, and annually review policies, procedures, and guidelines related to community services and engagement. Ensure strategic documents for community initiatives are integrated with broader organisational strategies.
- Develop and implement community focused strategies that reflect current trends, industry best practice, and legislative requirements.
- Provide expert advice and recommendations to the Executive Leadership Team on emerging opportunities and challenges in community development.
- Analyse and report on community engagement metrics, trends, and outcomes to inform decision-making and continuous improvement.

2. Operational

- Oversee the successful delivery of events, programs, services, and projects that enhance community wellbeing and participation.
- Prepare and manage the annual operating and capital budgets for the Communities section, ensuring cost-effective delivery and financial accountability.
- Maintain systems that support officer success and promote voluntary compliance, risk management, and continuous improvement.
- Provide regular reports to the General Manager and Executive Team on operational performance and community outcomes.
- Conduct research and data analysis to identify trends, opportunities, and areas for improvement in community engagement and service delivery.
- Provide professional advice and insights to Council through reports, briefings, and presentations.
- Deliver biannual reports on action plans and an annual community infographic to communicate impact and progress.

3. Stakeholder Engagement

- Build and maintain strong relationships with internal and external stakeholders, fostering collaboration and co-creation to improve community outcomes.
- Represent Council at community events, forums, and industry engagements.
- Facilitate effective two-way communication channels between Council and the community.
- Advocate for community needs and priorities within Council's strategic and operational planning.

4. Leadership

- Lead, motivate, coach, and mentor the Communities team to achieve high performance and professional growth.
- Foster a culture of service excellence, innovation, teamwork, and continuous improvement.
- Promote a positive workplace environment that values diversity, inclusion, and community benefit.

5. Training and Development

- To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council.

6. Safety

- Taking reasonable care for health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure per 'Duties of Worker' contained in the Work Health and Safety Act as amended.

Additionally, you may be required to conduct other duties as lawfully directed.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Proven experience in a leadership role within a government or public sector organisation, demonstrating an understanding of governance, engagement and service delivery frameworks.
- Demonstrated ability to strategically plan and deliver events, programs, services, and projects within defined timeframes and in alignment with organisational objectives.
- Highly developed written and verbal communication skills, with the ability to convey complex information clearly and effectively to diverse audiences.
- Strong interpersonal and team leadership skills, with the capacity to build collaborative relationships, manage competing priorities, and drive performance outcomes.
- Evident passion for social impact and public service, with a commitment to fostering inclusive, responsive, and meaningful engagement with stakeholders.

Desirable:

- Relevant experience across the key focus areas outlined in the position objectives.
- Demonstrated ability to model inclusive, fair, and equitable leadership practices
- Strong interpersonal skills with the capacity to listen attentively, exercise patience, and respond to others with empathy and understanding.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional driver's licence.
- Queensland Working with Children Blue Card (or ability to obtain prior to commencement).
- Tertiary Qualification(s) in a relevant discipline and/or significant experience in a similar leadership role.

WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to primarily work indoors and carry out activities which may include constant hand functions, constant seated postures, occasional forward reaching, occasional standing, frequent neutral neck postures, occasional walking, frequent dynamic neck movement, lifting up to 10kg, carrying up to 10kg.

Additionally, this position will be required to perform work where environmental factors may include air conditioning, heat/cold, wind, rain, sun, and noise.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Queensland Local Government Act, 2009* and *Queensland Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment.
- Criminal history check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	4
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	4
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	4
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on	4

	board, accepting new and different ways of working and encouraging others to embrace change.	
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	4
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	4
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	4

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date