



Join our Team as Manager Administration and Communication

Location: Torres Strait Islands Region

Are you ready to make a meaningful impact in a vibrant community?

We are seeking an experienced and dynamic Manager of Administration and Communication to join our team in the Torres Strait Islands Region. In this role, you will play a crucial part in managing the Council's brand, media relations, planning, engagement, and administration.

Reporting to the Executive Director Corporate Services, you will develop and support a high-performance team that is responsive to the changing environment in which our Council operates. As the custodian of our brand, you will monitor and refresh the Council's core brand and market positioning, maintaining our style guide, communications guidelines, and other relevant policies. Your efforts will ensure our branding aligns with best practices, delivers a clear, consistent message.

You will develop and maintain relationships with key local and national media, supporting the Mayor, CEO, and senior stakeholders in media engagement and interviews. You will also drive the refresh of Council's digital platforms for staff and community engagement and feedback. Additionally, you will baseline and improve the annual community survey process and lead the team in integrated planning and performance management.

Your other duties include overseeing Council's meeting management and secretariat functions, reception and grants administration and preparing reports.

Qualifications and Skills:

- Proven leadership skills and staff management experience with the ability to build relationships with internal and external stakeholders.
- Tertiary qualification in business management, media, communications, marketing, social science or a related field.
- Strong strategic, operational, and project management skills with an ability to manage competing priorities.
- High-level communication skills.
- Strong public consultation and conflict resolution abilities.
- Advanced computer literacy.
- Cross-cultural communication skills.
- The role is located in the Torres Strait. Knowledge of Torres Strait languages, including Meriam Mer, Kala Lagaw Ya, and Creole, is desirable.

Remuneration:

Annual salary \$135K to \$145K depending on experience, plus superannuation

3 to 5-year senior officer contract

6 weeks annual leave

Opportunities for professional growth and development

Additional TSIRC public holidays

Relocation assistance and subsidised rent may be available for the successful candidate

To apply:

Please visit our website <https://tsirc.qld.gov.au/about-us/work-with-us/> to obtain a detailed information package about the role. Applications must include a current resume and a cover letter outlining suitability for the role against the selection criteria.

Applications close: Monday 14 April 2025, 5pm

For more information contact: Recruitment@tsirc.qld.gov.au.

CANDIDATE INFORMATION

MANAGER ADMINISTRATION AND COMMUNICATION

About Council

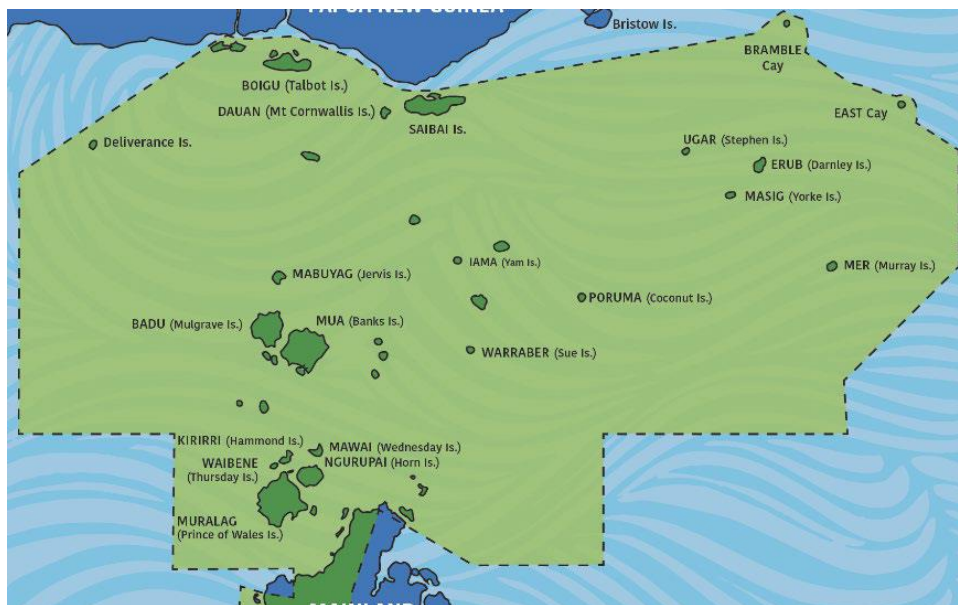
The Torres Strait Island Regional Council acknowledges our Native Title Holder, our Elders past and present, and all members of the Communities we service within the five Nations of Zenadth Kes: the Gudaw Maluligal Nation of the Top Western Islands, the Maluligal Nation of the Western Islands, the Kemer Kemer Meriam Nation of the Eastern Islands, the Kulkalgal Nation of the Central Islands, and the Kaiwalagal Kaurareg Aboriginal Nation of the Inner Islands. We recognise all Torres Strait Islander and Aboriginal Peoples and their continuing connection to land and sea, and the strength of a cultural heritage and belief system that spans past, present and future generations.

We are the northernmost Council and represent the outer islands of the Torres Strait.

Badu, Boigu, Dauan, Erub, Kirriri, Iama, Kubin Community at Moa, Mabuiag, Masig, Mer, Poruma, Saibai, St Pauls Community at Moa, Ugar and Warraber

Unlike most local councils, we service fifteen separate communities spread out across 42,000 square kilometres of water, each with its own unique characteristics and service requirements.

Our population of approx. 4,000 people spans across our fifteen island communities.



Click to find out more about Council and our region <https://tsirc.qld.gov.au/>

Click here to learn more about our [Vision, Mission and Values](#)



We are **15** island communities with **4,000+** people



We are situated between the northern most tip of mainland Australia to the south of PNG



We are a place of national & international significance



We speak **26** traditional languages and dialects



We are represented by **1** Mayor & **15** councillors, elected by our communities



We have **\$2.3 billion** in base assets and deliver **\$78 million** in operating expenditure & **\$56 million** in capital works



We have a workforce of **343** employees with **78%** living in community



We have over **700+** community houses to support



We have **15** seaports, **13** helipads, **11** aerodromes



We operate **15** water treatment plants, **12** wastewater facilities, **15** waste management centres



We run **15** environmental health and biosecurity programs, **13** fuel outlets



We service **15** cemeteries, **2** childcare centres, **3** arts & cultural centres **15** post outlets, **10** indigenous knowledge centres, **24** accommodation facilities, **10 +** home support services



We manage **13** communities as Deed of Grant in Trust (DOGIT) trustee



We are committed to ensuring compliance with native title laws across all **15** of our island communities



We manage **23,000+** border movements annually



Welcome

A Message from the Executive Director Corporate Services

I warmly welcome your interest in the Manager Administration and Communication role at Torres Strait Island Regional Council (TSIRC). This exceptional career opportunity allows you to showcase your leadership capacity and professionalism.

As the Manager Administration and Communication, your vital role supports the Council, our Executive, and their teams. While challenging, it promises great rewards for your career. Joining our team means being part of a high-performing and highly engaged team dedicated to exceptional leadership, informed decisions, and high-quality services for our community. Your contributions will shape our Council's future and impact the lives of those we serve.

This position is based in the Torres Strait and there is a requirement to occasionally travel to Cairns and across the Torres Strait. This presents an incredible chance to explore the stunning region and immerse yourself in its unique cultures.

Success in this role requires an understanding of the differences and needs of the 15 islands in the Torres Strait, honouring their distinct identities, fostering inclusivity, and delivering efficient corporate support with effective communication.

Your interest is genuinely appreciated. Your dedication and expertise will significantly influence the lives of our community members as we build a brighter future together.

Susanne Andres

Executive Director Corporate Services

The Position

As the Manager Administration and Communications at Torres Strait Island Regional Council, you'll be a driving force behind our communities' success.

The Key Responsibilities are outlined in the attached Position Description. The Position Description also outlines the Capabilities, Skills and Experience we are looking for in a candidate.

You will lead a highly motivated team of nine across the diverse portfolio of Administration and Communication.

The Person

We are seeking a dynamic individual with a passion for supporting communities and delivering consistently high-quality work.

You will be a proactive leader with demonstrated leadership and stakeholder engagement skills.

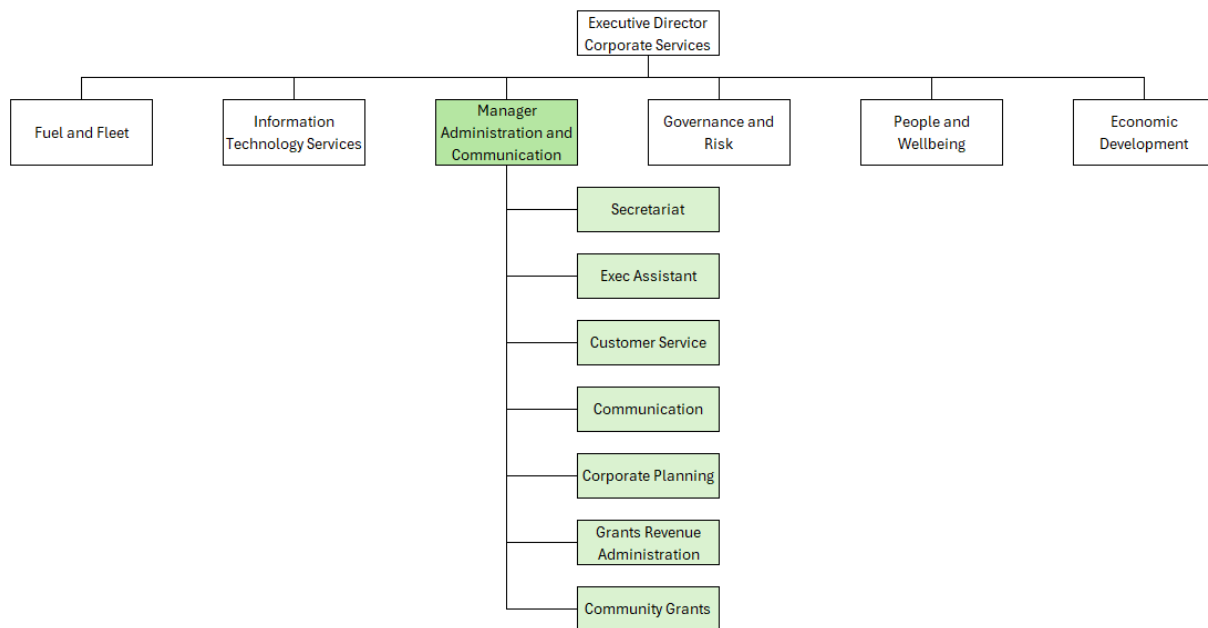
A demonstrated ability to work effectively and efficiently and develop a high performance team to achieve their goals is essential.

The successful candidate will hold tertiary qualifications in business management, media, communications, marketing, social science or a related field. Your communication skills are second to none and you have strong public consultation and conflict resolution skills. Advanced computer literacy is essential and a knowledge of languages specific to the Torres Strait is highly desirable.

You hold a current, unrestricted Queensland Driver's Licence reflecting the role's travel requirements. The ideal candidate will embrace workplace health and safety, aligning with Council values, and a commitment to advancing the unique communities within the Torres Strait Island Regional Council.

Organisational Structure





Recruitment process

The position is being advertised from late March to mid-April 2025 with a closing date of Monday 14 April 2025. Applications must include a current resume and a cover letter outlining suitability for the role against the selection criteria.

A short list of candidates for interview with the interview panel will be selected and these candidates will be invited for a first interview either in person or via Microsoft Teams.

The final round of interviews will be held in person on Thursday Island in the week commencing 5 May 2025.

If you are selected for a face-to-face interview, Council will meet reasonable cost of travel and accommodation, with meals and refreshments excluded should you be required to travel.



Position Description

Organisation:	Torres Strait Island Regional Council
Position Title:	Manager Administration and Communication
Position Classification:	Senior Officer
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	Contract
Directorate:	Corporate Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

The Manager Administration and Communication leads the corporate administration and communication team to ensure the efficient and effective delivery of information services. The role involves working closely with the Executive Leadership Team and the CEO to represent Council internally and externally, driving strategic initiatives and ensuring cohesive operational functionality.

KEY RESPONSIBILITIES

Management

- Develop and support a high-performance team that is responsive to the changing environment in which Council operates.
- Ensure staff participate in performance development activities and training.

Brand Management

- Monitor and refresh Council's core brand and market positioning.
- Maintain the Council style guide, communications guidelines, and other relevant policies.
- Ensure Council's branding aligns with best practices and delivers a clear, consistent message.
- Manage digital assets, adhering to record-keeping policies and procedures.
- Establish reporting methods and measure engagement metrics.
- Foster relationships with traditional artists and language custodians to develop culturally responsible content.

Media Relations

- Develop and maintain relationships with key local and national media.
- Support the Mayor, CEO, and senior stakeholders in media engagement and interviews.
- Curate content and enhance Council's digital presence to promote achievements and success stories.

- Monitor the effectiveness of Council's media presence and keep track of relevant current affairs.

Corporate Planning & Engagement

- Drive the refresh of Council's corporate strategy documents.
- Support lobbying and advocacy efforts at all levels of government.
- Develop digital platforms for community engagement and feedback.
- Baseline and improve the annual community survey process.
- Lead Council in integrated planning and performance management.
- Establish an integrated corporate planning, performance, and reporting framework.
- Support organisational strategy implementation and performance optimisation.
- Facilitate corporate planning workshops and align business planning with strategy.

Administration

- Oversee Council meeting management and secretariat functions.
- Oversee reception and grants administration.
- Prepare reports and provide performance advice to stakeholders.
- Work with the Executive Director Corporate Services to review and manage the Administration and Communication ` budget.

General

- Maintain professional development and productive working relationships.
- Participate in special projects and perform any other duties as required.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Tertiary qualification in business management, media, communications, marketing, social science or a related field.
- 3) Proven leadership skills and staff management experience.
- 4) Strong strategic, operational, and project management skills with an ability to manage competing priorities.
- 5) High-level written and verbal communication skills.
- 6) Strong public consultation and conflict resolution abilities.
- 7) Advanced computer literacy, including Microsoft Office, experience with media/design software an advantage.
- 8) Cross-cultural communication skills.
- 9) Knowledge of languages specific to the Torres Strait, including Meriam Mer, Kala Lagaw Ya, and Creole is highly desirable.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel including to and from Cairns and throughout the Torres Strait Islands is a requirement of this position.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The preferred applicant may be required to apply for a **National Police Certificate** before appointment.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values included below.



OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 <p>ONE We are one team who achieves together.</p>	<ul style="list-style-type: none"> • We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.
 <p>RESPECT We have respect for each other and the communities we serve.</p>	<ul style="list-style-type: none"> • We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
 <p>ACCOUNTABILITY We are accountable and responsive to our communities.</p>	<ul style="list-style-type: none"> • We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
 <p>COURAGE We are courageous leaders, who think innovatively.</p>	<ul style="list-style-type: none"> • We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
 <p>RESILIENCE We are builders of a sustainable and resilient region.</p>	<ul style="list-style-type: none"> • We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.