



POSITION DESCRIPTION

PART 1 – POSITION DETAILS

Position Title:	Climate Resilience Officer
Classification Level:	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 4.1 – 4.4
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	March 2026
Position Overview:	<p>The purpose of the Climate Resilience Officer is to support Torres Shire Council in strengthening environmental, coastal, and community resilience to climate change and environmental pressures across the Torres Shire region.</p> <p>The role coordinates climate data collection, adaptation planning, coastal protection projects, invasive species management, and community engagement initiatives. The position also supports the integration of Traditional Ecological Knowledge into climate resilience planning, ensuring knowledge is recorded respectfully and guided by cultural custodians.</p> <p>The officer works collaboratively with Council staff, Traditional Owners, residents, and partner organisations to ensure the long-term environmental sustainability and resilience of Torres Shire islands.</p>
Reports To (Position Title):	Director Projects, Planning & Environment
Roles Reporting to This:	Nil
Key Relationships / Interactions:	<p>Internal</p> <ul style="list-style-type: none">• Chief Executive Officer• Director Projects, Planning & Environment• Strategic Planner• Local Laws / Compliance• Manager Projects• Torres Shire Council staff <p>External</p> <ul style="list-style-type: none">• Queensland Government agencies• Regional Natural Resource Management organisations• Traditional Owner groups and Elders• Schools and community organisations• Environmental research institutions
Decision Making Authority:	The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i> , will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.



PART 2 – KEY RESPONSIBILITIES

Key Result Areas	
Core Responsibilities	<ol style="list-style-type: none">1. Climate Data Collection and Resilience Planning<ul style="list-style-type: none">• Undertake the collection and management of environmental and climate-related data across Torres Shire.• Assess historical environmental and climate records to identify trends and climate risks affecting island communities.• Work with climate adaptation specialists to inform and populate datasets required for effective resilience planning.• Support development of climate resilience strategies informed by data analysis and scientific research.• Contribute to reporting and monitoring of climate-related impacts including coastal erosion, flooding, vegetation change, and biodiversity impact 2. Community Science and Biodiversity Monitoring<ul style="list-style-type: none">• Encourage and support community participation in environmental monitoring programs.• Assist citizen science initiatives such as iNaturalist to document flora and fauna across Torres Shire region.• Assist residents, schools, and community groups to record biodiversity observations and environmental changes.• Use collected data to inform conservation and climate adaptation planning. 3. Coastal Restoration and Protection<ul style="list-style-type: none">• Assist with planning and delivery of small-scale coastal restoration projects.• Implement projects that help protect beaches, dunes, and mangrove ecosystems from erosion and climate impacts.• Support revegetation activities and natural coastal protection measures.• Design and coordinate installation of stable beach access pathways to reduce erosion and protect fragile coastal environments.• Monitor and record coastal condition changes to inform future resilience strategies 4. Recording Traditional Knowledge for Climate Adaptation<ul style="list-style-type: none">• Assist with the respectful documentation of Traditional climate adaptation practices used by Torres Strait communities.• Ensure knowledge recording processes are guided by Traditional Owners and cultural custodians.• Assist in incorporating Traditional ecological knowledge into climate adaptation and environmental management planning.• Ensure cultural protocols are followed and that cultural intellectual property (IP) is protected.• Work collaboratively with elders and knowledge holders to ensure information is preserved appropriately for future resilience planning.



	<p>5. Biosecurity and Weed Management</p> <ul style="list-style-type: none"> • Assist Council to meet obligations under the Biosecurity Act 2014 (Queensland). • Conduct inspections to identify and monitor invasive plant species and declared weeds. • Provide advice to landholders on weed control and management responsibilities. • Assist with weed control programs across council land, reserves, and roadsides. • Support compliance actions where required relating to unmanaged invasive species. • Maintain mapping and records of weed infestations and control activities. <p>6. Environmental and Sustainability Programs</p> <ul style="list-style-type: none"> • Support environmental protection and restoration projects across Torres Shire. • Assist in initiatives aimed at reducing environmental impacts and supporting sustainable land management. • Contribute to climate adaptation initiatives including water management, vegetation protection, and habitat conservation. <p>7. Community Engagement and Education</p> <ul style="list-style-type: none"> • Deliver community awareness programs on climate change, coastal protection, biodiversity monitoring, and weed management. • Work closely with traditional owners, local residents, community groups, and schools to build environmental stewardship • Support workshops and engagement activities relating to climate resilience and environmental management.
<p>Supervisory Responsibilities</p>	<p>Nil</p>
<p>Communication & Interpersonal Responsibilities</p>	<ol style="list-style-type: none"> 1. Effectively communicate with all levels of Council, and with Traditional Owners, Government Agencies and the public. 2. Apply both formal and informal communication strategies varying style to suit the needs of the stakeholder. 3. Ensure service delivery or interaction with our customers is focused on providing information to the community, resolving problems immediately and mitigating the risk of potential problems. 4. Comply with Council’s Code of Conduct.
<p>Legislative Responsibilities</p>	<ol style="list-style-type: none"> 1. Comply with the Councils policies and procedures concerning recordkeeping are adhered to in own sections. 2. Comply with Council’s policies and a with all relevant legislation, including: <ul style="list-style-type: none"> • <i>Biosecurity Act 2014 (Queensland)</i> • <i>Local Government Act 2009 (Queensland)</i> • <i>Environmental Protection Act 1994 (Queensland)</i> • <i>Nature Conservation Act 1992 (Queensland)</i> • <i>Coastal Protection and Management Act 1995 (Queensland)</i> • <i>Disaster Management Act 2003 (Queensland)</i>



	<ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011 (Queensland)</i> • <i>Environment Protection and Biodiversity Conservation Act 1999</i>
Workplace Health and Safety Responsibilities	<p>Comply with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan systems, Safe Work statements, Policies and Procedures.</p> <p>Ensure all accidents and potential hazards are appropriately reported in a timely manner.</p>
Confidentiality and Privacy	<ol style="list-style-type: none"> 1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. 2. Ensure compliance with: <ul style="list-style-type: none"> • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i>
Financial Responsibilities	<p>Comply with Council's Procurement Purchasing Policy and processes to ensure the section uses public funds in an efficient manner to achieve the optimum value for funds expended.</p>

PART 3 – PERSON SPECIFICATION

Demonstrable Experience
<ol style="list-style-type: none"> 1. Cultural awareness and respect 2. Community-focused approach 3. Adaptability and resilience 4. Practical problem-solving 5. Strong communication skills 6. Collaboration and relationship building 7. Initiative, self-motivation and self-discipline 8. Commitment to environmental stewardship 9. Integrity and professionalism

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ol style="list-style-type: none"> 1. Demonstrated Tertiary qualification in environmental science, climate science, sustainability, geography, natural resource management, or related discipline Or previous experience in a similar role 2. Experience working in remote or island communities. 3. Experience in engaging with Indigenous communities and Traditional Owners. 4. Knowledge of coastal restoration techniques and ecosystem management. 5. Familiarity with GIS mapping, biodiversity monitoring platforms, or citizen science programs. 6. Experience in data collection, monitoring, or analysis. 7. Strong project coordination and organisational skills. 8. Ability to undertake field work in remote environments. 9. Strong written and verbal communication skills. 10. Previous experience in creating training programs and delivery 11. Current Queensland Driver's License.