

## Business Support Officer Organisational Services

Closes midday Wednesday 20 Aug 2025

# \$3094.50 PER FORTNIGHT

PLUS

12% Superannuation, 5 Weeks Annual Leave and Rostered Days Off!

***Are you a proactive, driven operator ready to make a meaningful impact across an organisation and within the community? We're looking for a dynamic individual to join our team in a unique role that blends operational excellence with strategic influence. This position sits at the heart of our Planning, Economy, and Regulatory Services portfolio, with direct engagement across People (HR), Safety, and Emergency Management.***

### About the Role

As the Business Support Officer – Organisational Services, you will:

- Coordinate the administration of key planning and development activities with precision and professionalism.
- Provide critical business support to the Director of Organisational Services.
- Support the collaboration across departments to drive community-focused outcomes.
- Contribute to strategic initiatives that shape the future of our organisation and region.

### What We're Looking For

We want someone who:

- Thrives in a fast-paced, multi-disciplinary environment.
- Is highly organised, self-motivated, and solutions-focused.
- Communicates effectively and builds strong working relationships.
- Is passionate about contributing to community wellbeing and organisational success.

### Why Join Us?

*This is more than just a job—it's an opportunity to be part of a team that values innovation, collaboration, and service. You'll be supported to grow professionally while making a tangible difference.*

If you believe you have the skills and qualifications and are ready to be a part of a company that encourages growth, innovation and that values your contribution, we invite you to submit your application via the APPLY ONLINE tab. Online applications preferred, however alternatively they can be emailed to [council@longreach.qld.gov.au](mailto:council@longreach.qld.gov.au) and must include a cover letter, current resume and 2 work related references.

\*For more information and a list of requirements, please download a copy of our position description.



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