



Position Description Project Officer (Economic Development)

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Executive
Section:	Economic Development & Special Projects
Position Identifier:	POED/V1
Classification:	Grade 12
Industrial Instrument:	Local Government (State) Award
Location:	Administration Building, 247 Rouse Street Tenterfield
Date position description approved	November 2021

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

To assist the Manager Economic Development and Special Projects. The position will liaise and maintain partnerships with local and regional business industries, regional, state and government organisations, and the local community in order to improve the

regional economic development environment. Support the operations of the Tenterfield Visitor Information Centre.

Key accountabilities

Within the area of responsibility, this role is required to:

1. Assist the Manager Economic Development & Special Projects to promote Tenterfield Shire in accordance with Council's Operational Plan, the Destination Marketing Plan and Tourism and Economic Development Strategic Plan.
2. Undertake economic development tasks and projects as outlined in the Tourism and Economic Development Strategic Plan that will enhance and support business investment attraction, business growth and retention within our region.
3. Undertake data research and analysis that inform activities and decision making relevant to economic development trends.
4. Undertake and support projects that are relevant to Economic Development activities across the department. This could include projects in Tourism, Major Events and Strategic Planning.
5. Provide input to the development and implementation of the organisational strategies that relate to economic development.
6. Collect, present and distribute grant opportunities and key economic development indicator information to investors, businesses and chambers across the region.
7. Identify funding opportunities and obtain funds to enhance the Shire's ability to deliver projects and programs to enhance economic development within the Shire.
8. Maintain Tenterfield's online promotional assets, including regularly updating website and social media platforms.
9. Develop and maintain promotional material, promoting the region for the benefit of the regional economy at a regional, state, national and international level.
10. Assist with the delivery of the biennial Business and Tourism Excellence Awards.
11. Assist with delivery of business events, training, workshop and forums.
12. Develop, maintain and enhance productive working relationships with key stakeholders, including Government agencies, the development industry, business community, community groups and relevant industry/sector organisations.
13. Liaise with local chambers of commerce/Tenterfield Chamber of Tourism, Industry and Business, and stakeholders to support economic development activities focussed on business development and economic growth within the Tenterfield Shire region.
14. Assist with the promotion of key events in the Tenterfield Shire.

15. Abide by Council's Code of Conduct and other policies, procedures and or protocols of the Council.

Note: Other duties within the skills, competency and qualification requirements for the position.

Key internal relationships

Who	Why
Manager Economic Development & Special Projects, Tourism & Cultural Services Officer, Volunteers, Chief Executive, Community Development Advisor, Arts & Cultural Officer, Customer Service & Administration Assistant, Human Resources, Planning, Parks and Gardens, and Finance.	Service Delivery

Key external relationships

Who	Why
Local regional and state organisations, Local Government, State Government and Federal Government representatives, Destination NSW, New England High Country, Tourism and Business Industry, Contractors and Suppliers, Visitors, Sponsors, Community groups, Tenterfield Chamber of Tourism, Industry and Business.	Service Delivery

Key dimensions

Decision making

Problem solving and innovation, expenditure within delegations.

Reports to





Manager Economic Development & Special Projects

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the list of capabilities and the level required for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Advanced
	Procurement and Contracts	Adept

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Tertiary qualifications in Commerce, Economic Development, Marketing or Business and/or extensive job-related experience.
2. Demonstrated high level knowledge in economic development theories and practices, regional economic development potential and opportunities, and business planning and market analysis.
3. Demonstrated experience/knowledge of the tourism **and business** industry, destination management, marketing and events, and the impact of these on regional communities.
4. Excellent communication, interpersonal, presentation, problem-solving, negotiation and facilitation skills.
5. Proven experience in establishing and maintaining effective internal and external stakeholder relationships, and the ability to deal with a diverse range of people and groups.
6. Experience in managing complex projects including all requirements associated with external funding and projects management.
7. Proven ability to work collaboratively within a high functioning team which values innovation and creativity.
8. Demonstrated experience in computer literacy, web administration and social media applications.
9. Demonstrated ability to manage a diverse range of tasks with set deadlines.
10. Current Class C Drivers Licence.
11. Pass Police/Criminal Check.

Desirable:

1. Relevant qualifications (Diploma/Bachelor) in Project Management or equivalent.
2. Demonstrated skills and experience in the formulation and implementation of community engagement processes.
3. Previous experience and/or knowledge of the Local Government environment.
4. Successful grant-writing experience.
5. Knowledge of the fundamentals of finance, accounting, project evaluating, marketing and legal processes as they relate to business and industry.

General Information

Hours of work:

Full time 70 hour fortnight, hours of work are 8:30am to 5:00pm Monday to Friday with a 43 minute lunch break. Staff adhere to a nine day fortnight policy.

Some variation in work hours will be required, depending on work status including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with the NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record Check:

The successful applicant will be required to undergo a Criminal/Security Check prior to appointment to the position.

COVID Vaccination Status

The successful applicant will be required to provide a copy of their COVID Vaccination Certificate, or approved medical contraindication Certificate pre-employment.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Staff may participate in Council's Corporate Uniform Program (please discuss with HR, Workforce Development & Safety at the time of appointment).

When required, Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.

Position Holder:

Name (Print)

____/____/____
Date

Signature