



Position Description
Manager Economic Development & Special Projects

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Executive
Section:	Economic Development & Special Projects
Position Identifier:	MEDSP/V1
Classification:	Grade 19
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 engage with the Community and to coordinate, implement, support and facilitate services programs and projects to ensure Shire objectives for growth in the economy

and community engagement are achieved particularly in relation to residence, commercial investment, business support, employment and tourism.

The position provides strategic leadership to drive the ongoing development and delivery of Council's Economic Development Strategy through development, implementation and regular review of economic strategies and action plans, discussion papers, evaluation frameworks and engagement based on rigorous research, consultation, sector knowledge and analysis.

Key accountabilities

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

1. Manage economic development projects, from research, development, implementation, completion and evaluation phases to address key identified economic issues within the local government area, while responding to regional, global and national trends.
2. Contribute and implement the Economic Development Strategy, engaging business units across the organisation and lead key projects and programs to achieve strategic economic outcomes and enhance organisational economic development knowledge and capability.
3. Devise, implement and evaluate economic research and consultation projects to ensure Tenterfield Shire stays abreast of local, national and international economic trends, issues, opportunities and changing needs. Report on findings and develop recommendations for senior management and Council.
4. Define, establish and maintain effective strategic relationships, linkages and partnerships at a local, national and international level to achieve economic development outcomes, including senior level relationships with business and industry peak bodies across all levels of government, non-government organisations and other identified stakeholders.
5. Provide integrated, strategic economic advice to the Tenterfield Shire's business community, industry representatives, government departments, committees and other councils to promote the interests of Tenterfield Shire.
6. Negotiate, implement and gain local approval for economic development incentives for businesses and real estate developers throughout the Tenterfield area.
7. Serve as a liaison to external stakeholders with coordination of communication, and gathering strategic input.
8. Assist as assigned with community engagement presentations to groups or individuals, research, special projects and appropriate written reports.
9. Assist in leveraging State and Federal funds for economic development purposes, including research and writing grant applications.
10. Provide oversight and administration of economic development programs for potential office, retails, service, residential, manufacturing, technology, logistics and warehousing and corporate prospects in an effort to retain, attract, or expand new and existing businesses.

Key challenges

Successful achievement of diverse and complex Economic Development programs to arrive at positive outcomes for the community and businesses as a whole.

Use available but constrained resources to obtain significant results for the Community.

Key internal relationships

Who	Why
Chief Executive, all Council Departments and members of the Senior Management team	Support in achieving results

Key external relationships

Who	Why
Local Communities throughout the Shire, Business and Industry, Government Departments	Support in achieving results

Key dimensions

Decision making

Problem solving solutions, Program design and delivery, exercise of delegations.

Reports to

Chief Executive

Direct reports

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Essential requirements






Tertiary qualifications in Economics, Economic Development, Commerce, Business or equivalent tertiary qualifications in a related field.

Demonstrated experience, 5 years, in a similar position in Local Government or a commercial environment.

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 full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Highly Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Highly Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Highly Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Tertiary qualifications in Economics, Economic Development, Commerce, Business or equivalent tertiary qualifications in a related field.
2. Demonstrated experience, 5 years, in a similar position in Local Government or a commercial environment.
3. Demonstrated high level experience in economic development theories and practices, regional economic development potential and opportunities, and business planning and market analysis.
4. Experience in managing economic development projects including planning and reporting and all requirements associated with external funding and projects management.
5. Knowledge of the fundamentals of finance, accounting, project evaluating, marketing and legal processes as they relate to business and industry.
6. Demonstrated skills and experience in the formulation and implementation of community engagement processes.
7. Excellent communication, interpersonal, analytical, presentation, problem-solving, negotiation and facilitation skills.
8. 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.
9. Demonstrated experience providing leadership and management of staff, developing productive working relationships.
10. Demonstrated high level of computer literacy, producing documentation in Microsoft Office Word, spreadsheets, databases and other social media platforms.
11. Demonstrated experience developing and implementing strategic plans, reports, research briefs and policies.
12. Ability to assess priorities and manage competing deadlines both independently and as a member of a team.
13. Demonstrated marketing ability and successful achievement.
14. C Class Driver's Licence.

Desirable:

1. Regional or National experience in Economic Development.
2. COVID Vaccination Status, or approved medical contraindication certificate.

General Information

Hours of work:

Full time 70 Hour fortnight, with work hours generally 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.

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.

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.

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:

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

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

Physical:

Managers must be physically able to carry out their tasks in an ergonomically safe and healthy manner and be sufficiently able to carry out any rescue procedure that might reasonably be required.

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.