

Position Description

| | |
|--------------------------|--|
| POSITION | Economic Development Officer – Business partnerships and support |
| SECTION | Corporate Strategy & Economic Development |
| DEPARTMENT | Corporate Services |
| BUDGET SUBJECT | 148200 |
| POSITION NO. | BCC655 |
| POSITION TYPE | Full-time |
| REPORTS TO | Economic Development Strategist |
| DIRECT REPORTS | Yes |
| POSITION GRADE | Band 3 Level 3 <u>Salary System</u> Grade 15 |
| APPROVAL LIMIT | Nil |
| AUTHORISING LIMIT | \$50,000 |
| DATE | November 2017 |

POSITION PURPOSE:

- To actively engage with the Blacktown community, building relationships and providing local government support.
- To help build the Blacktown City economy and the capacity of local business by providing strategic support, partnerships and services.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Relevant qualifications in Economics, Marketing, Urban Planning, Business Management or a related field and/or experience
- Minimum 4 years' experience in the fields of economic development or business support
- Experience in providing research and policy advice
- Knowledge of the small business sector
- Current driver's licence.

Desirable:

- Small business experience
- Local government experience.

KEY ACCOUNTABILITIES:

- To actively engage with the Blacktown business community, providing direct support to the economy.
- To work alongside the community, build relationships and provide practical local government support.
- To create an environment for small business in Blacktown to connect, be better informed and access services.
- To assist in the delivery of the Economic Development Strategic Plan.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Our Blacktown 2036, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve

and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Build strong relationships with local business to understand their needs in order to identify those firms with growth potential and assist them in getting access to state and federal government support
- Partner with external service providers to coordinate business training and advisory programs to help small business in Blacktown
- Represent Council at local business networking and equivalent to promote our economic development program and Council activity of interest
- Regularly update and improve our website so that small businesses have better access to information which can help them
- Provide where required support to the transformational projects within Council's Community Strategic Plan
- Develop a database of key businesses in Blacktown to that will help Council engage more effectively with stakeholders
- Work cooperatively and support local business chambers/networking organisations to strengthen business to business engagement
- Work with State and Federal Government trade and investment agencies to be an effective conduit in promoting their programs offered to small business.
- Provide strategic advice to Council, the General Manager and others as appropriate on economic and employment growth within the City.
- Provide timely research and reports on emerging or current issues that may impact on the Council and recommend ways in which Council might corporately respond to these issues.

SELECTION CRITERIA:

- Relevant experience and appropriate qualifications in accordance with requirements outlined in the position description.
- Demonstrated ability to initiate and manage complex projects involving multiple key level stakeholders.
- Demonstrated insight, understanding and experience in employment growth projects, small business or business management.
- Exceptional customer service and networking, stakeholder engagement skills.
- Exceptional communications, interpersonal and presentation skills.
- Capacity to establish and maintain effective working relationships, both within Council and with external organisations
- Knowledge of applicable legislation/regulations.
- Computer literate.
- Demonstrated commitment to customer service.

- Ability to work within a team environment.
- Availability to work flexible working hours.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date: