

## POSITION DETAILS

|                          |                           |                                          |                             |
|--------------------------|---------------------------|------------------------------------------|-----------------------------|
| <b>Position Title:</b>   | Coordinator City Economy  | <b>Position Grade:</b>                   | 10                          |
| <b>Department/Group:</b> | City Economy/City Shaping | <b>Position Status / Hours per Week:</b> | Permanent/35 hours per week |

## PRIMARY PURPOSE OF THE POSITION

To contribute to the advancement of Ryde's economy by influencing the strategic direction of Council's economic development strategy, including leading components of its implementation. Furthermore, as a member of the council's City Shaping Department, you will be contributing to a broad range of strategic initiatives that seek to make Ryde a great place for people to live, study, work, visit, and invest.

Key accountabilities of the role:

- Contribute to the development and implementation of the City's Economic Development Strategy to build a strong resilient city economy that secures long-term prosperity and is prepared for the future.
- Contribute to the development of economic analysis to support the broader objectives of the City Shaping Department and the City of Ryde.
- Participate in building strategic relationships and partnerships with key internal and external stakeholders, including businesses, industry, Government, and the community, to foster and create new economic opportunities for the City of Ryde.
- Demonstrate a people and place-based economic development mindset that supports the City of Ryde's broader strategic outcomes outlined in Council's Community Strategic Plan.
- Take a collaborative, solutions-focused approach to working with businesses, industry, Government, and community stakeholders.

## SELECTION CRITERIA

### Essential Education/Qualifications

- Degree-level qualification in Business, Commerce, or related discipline.
- Alternatively, equivalent experience in delivering economic development activities within or on behalf of local, State, or Federal Governments.

### Essential Experience/Skills

- Experience in utilising innovative and contemporary approaches to respond to emerging economic issues in a dynamic and complex environment.
- Demonstrated ability to conduct research and analysis that supports the identification of economic opportunities and the development of bespoke economic development strategies, campaigns, and initiatives.
- Knowledge of, and experience in conducting, various forms of economic and/or strategic analysis.
- Demonstrated ability to effectively liaise with businesses and industry groups to build networks, connect to opportunities, access business support and assistance with growth.

### Personal Attributes

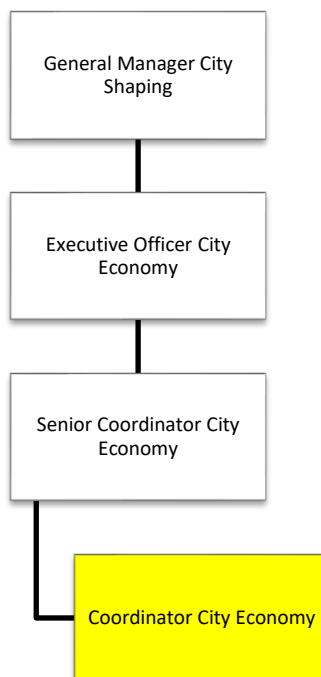
- Excellent verbal communication, presentation and conflict resolution skills, including the ability to build and maintain relationships with key internal and external stakeholders.
- Strategic thinker with an ability to communicate the vision of Council's future direction as it relates to economic development opportunities.
- Ability to be future focused with respect to economic development opportunities.
- Ability to act ethically and with integrity as a representative of Council when engaging with stakeholders.

### Desirable Qualifications, Experience and/or Skills

- Post-graduate qualifications in Business, Commerce, or related discipline
- Class C drivers' licence
- Bilingual language skills

**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

## ORGANISATIONAL CHART



## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

|   |                                                                      |
|---|----------------------------------------------------------------------|
| 1 | To comply with legislative requirements                              |
| 3 | To adhere to Council plans, policies, procedures and Code of Conduct |
| 4 | To understand, adhere and promote all WHS policies and procedures    |

## CORPORATE ACCOUNTABILITIES

|    |                                                                                                                                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|
| 5  | To understand, adhere and promote Council's EEO policies and procedures.                                                                   |
| 7  | To understand and respond to the needs of our customers in accordance with the Customer Service Charter                                    |
| 8  | To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan |
| 12 | To actively document all policies, procedures, projects and activities (as required)                                                       |
| 13 | To actively share information and knowledge on issues, training and better practice to relevant staff                                      |
| 14 | To identify and initiate improvements of business systems to maximise service delivery                                                     |
| 15 | To identify and initiate improvements of processes to maximise service delivery                                                            |
| 16 | To deliver all project deliverables through PM_CoR methodology                                                                             |
| 17 | To identify and minimise exposure to risk                                                                                                  |
| 20 | To be involved in or provide feedback on corporate initiatives                                                                             |
| 21 | To positively and proactively work with others across the organisation to deliver the outcomes                                             |
| 25 | To model Council's values                                                                                                                  |
| 26 | To create and contribute to a positive work environment within my team, my Unit and the workplace.                                         |
| 28 | To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements                      |

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Health & Safety**

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

### **Excellence**

We do the best we can for our customers and embrace innovation in the way we work.

### **Accountability**

We are honest, transparent and act in the best interest of Council and the community.

### **Respect**

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

### **Teamwork**

We work within both our own teams and other teams to successfully achieve council's goals.

## DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the Chief Executive Officer is to be reviewed and signed by the employee on commencement.

## DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 4.8 of the Model Code of Conduct for Local Councils in NSW. As a result, in accordance with Section 421 of the Model Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

|                       |  |
|-----------------------|--|
| Employee's Name       |  |
| Employee's Signature: |  |
| Date:                 |  |