



## INFORMATION PACKAGE

### POSITION VACANT

### MANAGER ECONOMIC DEVELOPMENT AND PLACE ACTIVATION

REF NO: ESC329

**CLOSING DATE: 4.30PM MONDAY 27 JULY 2020**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Liz Rankin on 02 4474 1326



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

## Position Description

# Manager Economic Development and Place Activation


Position Code	509
Division	Strategic & Sustainable Growth
Location	Moruya Administration Offices
Band/Level	Professional / Specialist Band 3 Level 3

## Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 <b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

The Manager Economic Development and Place Activation is responsible for delivering an industry focused service area and will be accountable for the successful management and delivery of key strategies, projects and programs across strategic and front-line functions, including:

- Economic Development and Business Engagement
- Place Management and Activation

## Main duties and key result areas (KRA)

1. Lead the implementation of Eurobodalla's Economic Development Strategy  
*KRA: Measures in the EDS achieved and reported upon.*
2. Develop and implement policy, strategy, and programs related to the Shire's main town centres and key waterfronts (eg Renew Australia style schemes) to ensure strategic economic and community outcomes are delivered  
*KRA: Measures in the EDS achieved and reported upon*
3. Research, develop and implement a range of business development and investment attraction initiatives for the Shire in alignment with programs identified in Eurobodalla's Delivery Program and Operation Plan such as the Batemans Bay Waterfront Master Plan and Activation Strategy, the Mogo Adventure Trail Hub Master Plan and Strategy, Rural Lands Strategy, and Employment Lands Strategy.  
*KRA: Relevant actions are implemented and reported upon.*
4. Create and deliver contemporary and relevant content for business development programs and initiatives that will support the growth in various target industries and boost the Shire's economy.  
*KRA: Relevant actions and measures in the Economic Development Strategy are implemented and reported upon.*
5. Develop and implement a strategic framework to support businesses accessing government economic and business development programs, grants and approvals.  
*KRA: Framework agreed to and implemented.*
6. Build and maintain strong and productive working relationships with industry stakeholders to facilitate innovative initiatives, partnerships, programs and services based on identified strategic outcomes.  
*KRA: Evidence of effective relationships and industry development opportunities based on an industry engagement program.*
7. Work with the Divisional Manager on the development and delivery of reporting of the place management and industry development activities, including economic profiling and research data and analysis.

*KRA: Decision making is based on the best available data and research methodologies, and all annual reports successfully prepared and delivered.*

8. Work collaboratively in the delivery of all projects and programs with the Strategic Land Use Coordinator and the Manager of Tourism and Events, other divisions of Council, and relevant government agencies and industry representatives.

*KRA: Evidence of successful collaboration.*

9. Ensure the health and safety of all persons through the continual improvement and implementation of Council's WHS Policy and WHS System, and associated WHS procedures.

*KRA: WHS Policy and WHS system implemented and WHS practices improved at a local level.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Excellent technical knowledge in economic development and industry development
2. Degree in Economics, Urban & Regional Planning, Business Development or similar;
3. Prior experience in project management, investment attraction, or business development
4. Decision making skills and effective facilitation techniques to encourage open communication
5. Demonstrated ability to credibly build and maintain a wide range of business relationships. Capacity to inspire confidence in the business community as to council's ability to support economic development.
6. Strong commercial acumen, political savvy and demonstrated capacity to provide sound business advice as it pertains to council's role in place activation and economic development.
7. Highly developed written and verbal communication skills and evidence of networking skills.
8. Skills in business planning and demonstrated ability to manage finances within a budget
9. Successful completion of (or willingness to complete) competency based WHS and EEO training at manager level as well as other WHS professional development for managers.
10. Demonstrated and significant contributions to promoting a safe and healthy workplace, EEO and the ability to quickly gain a thorough knowledge Council's WHS Policy and WHS System.

### Desirable

1. Demonstrated ability to lead, manage, coach and support staff;
2. Knowledge in community and social planning

## Licence requirements

The following is the list of licence requirements for this role:

### Mandatory licences required prior to commencement

1. Current Driver's Licence.

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

<b>EMPLOYEE:</b>	Vacant
<b>SUPERVISOR:</b>	Liz Rankin – Divisional Manager Strategic & Sustainable Growth
<b>DATE:</b>	July 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Manager Economic Development and Place Activation
Reference Number:	ESC329
Grading:	Grade 18 – 19 of Council's salary system
Salary Range:	<p>In the range of \$99,764.99 to \$114,016.41, gross annum week comprised of:</p> <ul style="list-style-type: none"> <li>* \$91,109.58 to \$104,124.58 base salary,</li> <li>* \$8,655.41 to \$9,891.84 superannuation (calculated at 9.5%)</li> </ul>
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	<p>An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.</p>
Hours of Work:	<p>Full-time, 35 hours per week. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

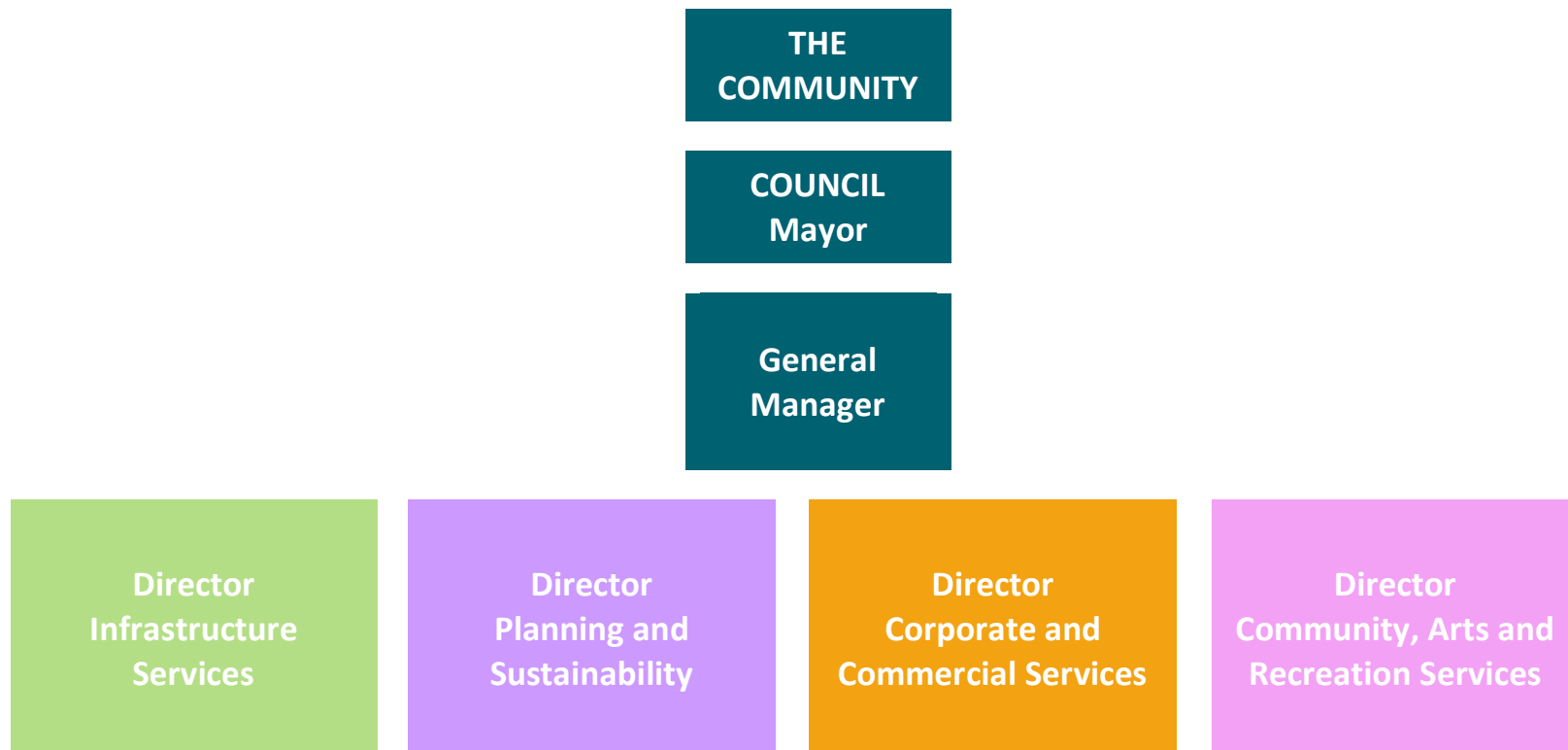
3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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## EUROBODALLA SHIRE COUNCIL DIVISION CHART

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