**Position Description**

|  |  |
| --- | --- |
| **Position Title** | **Economic Development Officer** |
| Position Code | TCCD002 |
| Department | Planning and Growth |
| Division | Property and Investment |
| Reports To | Manager Property and Investment |
| Direct Reports: | Nil |
| Position Classification | Professional Specialist Band 3, Level 1 |
| Position Status | Full-time |
| Allowances | Nil |

**SPECIAL CONDITIONS**

Some out of hours work to attend meetings may be required on an ad hoc basis for business based events, announcements or investor briefings and engagements.

**PRIMARY PURPOSE OF THE POSITION**

The aim of this position is to assist in the promotion, attraction and retention of businesses in the Forbes Shire as well as support the ongoing development and growth of the existing business community. This includes but is not limited to marketing and attraction strategies, commercial and industrial land and property co-ordination and advice, and exceptional customer service on behalf of Council’s Economic Development and Investment division.

|  |  |
| --- | --- |
| *Areas of Delivery* | *Est. % of time spent* |
| *Marketing of Land Sales, economic development profiling, industrial and commercial as well as small business opportunity management.* | *35%* |
| *Promotion of Forbes to new businesses, including attraction, growth and development as well as support the development and growth of the existing business community.* | *35%* |
| *Researching, identifying and planning for potential opportunities for economic development, providing reports on economic drivers, current state and growth statistics. Research and reporting on local, regional and national initiatives as part of the economic development function.* | *30%* |

**POSITION RESPONSIBILITIES**

* Assist with the development and implementation of Councils Economic Development Plan;
* Assist the Manager Property and Investment with reporting and review of Councils Economic Development Plan and other Council policies relating to Property and Investment;
* Assist the Manager Property and Investment in the identification of issues and potential economic development opportunities;
* Assist the Manager Property and Investment with the sale of Council land;
* Support relevant 355 Committees, including the Economic and Business Development Committee, the Forbes Business Chamber and other relevant organisations relevant to Economic Development;
* Represent Council at relevant Economic Development Regional meetings as directed by the Manager Property and Investment;
* Utilise REMPLAN or other relevant database to assist with the development of demographic data and statistical analysis and reporting in regards to Councils Economic Development profile.
* Liaise with Business and industry within the Forbes Shire Local Government Area
* Assist and advise on marketing and promotional material and strategies to attract commercial, residential and small businesses to Forbes.
* Maintain strong working relationships with the existing Forbes business community in all industries to ensure growth and development into the future.

**Organisation**

* Contribute to reviews and status of the Community Strategic Plan and Delivery Program.
* Assist in the preparation of reports relating to the Operational Plan activities associated with Economic Development of the Forbes Shire;
* Ensuring compliance with the WHS Act 2011 and its regulations, including:
  + Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
  + Wear protective clothing or equipment in the manner intended (if required).
  + Take reasonable care for the health and safety of all persons who are at their place of work.
  + Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
* Ensure that all contractors and their employees under the direction or control of the position receive adequate instruction for the safe and efficient performance of their duties;
* Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position’s authority. Where necessary correction is outside of the position’s authority, refer the matter to the relevant Director or Manager People and Strategy
* Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
* Assisting with the engagement and management of professional services including the writing of design briefs, assessment of submissions and the management of service delivery;
* Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council’s strategic goals;
* Compliance with all Councils Policies and Procedures and Code of Conduct;
* Complete other duties as directed by the Manager Property and Investment;
* Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

**KEY RELATIONSHIPS**

|  |  |
| --- | --- |
| **Who** | **Why** |
| Internal |  |
| Manager Property and Investment | Direct Supervisor |
| Property and Investment Team | Team / Peers / colleagues |
| Planning and Growth Team | For assistance, direction and support where required |
| Council Staff | For assistance, direction and support where required |
| External |  |
| Business Community | In relation to Economic Development |
| Community Members | In relation to Economic Development |

**POSITION CAPABILITIES**

|  |  |  |
| --- | --- | --- |
| **LGNSW Capability Framework** | | |
| Capability Group | Capability Name | Level Required |
|  | Manages Self | Adept |
| Displays Resilience and Adaptability | Adept |
| Act with Integrity | Adept |
| Demonstrate Accountability | Advanced |
|  | Communicate and Engage | Adept |
| Community and Customer Focus | Advanced |
| Works Collaboratively | Advanced |
| Influence and Negotiate | Intermediate |
|  | Plan and prioritise | Intermediate |
| Think and solve problems | Intermediate |
| Create and Innovate | Adept |
| Deliver Results | Intermediate |
|  | Finance | Intermediate |
| Assets and Tools | Intermediate |
| Technology and Information | Intermediate |
| Procurement and Contracts | Intermediate |

**PERSON SPECIFICATION**

**Essential**

* Tertiary qualifications in a relevant discipline (i.e. Business, Economics or Commerce);
* Class C (Standard) Drivers Licence

**Experience**

* Demonstrated experience in public relations and promotion;
* Demonstrated understanding of Economic Development Principles;
* Demonstrated experience in communicating with diverse stakeholders and industries;
* Demonstrated organisational and project management skills;
* Demonstrated understanding of WHS and Risk Management;
* Demonstrated knowledge of Real Estate / Sales principles (desirable).

**Authority and Accountability**

* Worker level responsibilities in regards to WHS Legislation;
* Financial delegation as per Councils delegation register;

**EQUIPMENT REQUIRED FOR THE POSITION**

* Mobile Tablet

|  |  |
| --- | --- |
| **ACKNOWLEDGEMENT** | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary. | |
| Employee’s Signature: | Date: |

|  |  |
| --- | --- |
| **HR USE ONLY** |  |
| Does this position require a Working with Children Check? | Yes / No |
| Does this position require the incumbent to undergo a criminal reference check | Yes / No |
| Does this position have a Financial Delegation | Yes / No  Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No |