

# Position Description



## CORPORATE INFORMATION

<b>Position title</b>	Coordinator Economic Strategy and Advocacy		
<b>Directorate</b>	Corporate Services	<b>Branch/Section/Unit</b>	Communication, Business and Engagement
<b>Position number</b>	1654	<b>Level</b>	7
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Manager Communication, Business and Engagement		
<b>Direct reports</b>	Nil		
<b>Indirect Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

This role operates within the Corporate Services Directorate, reporting directly to Manager Communication, Business and Engagement.

This role is multi-faceted and involves the creation and implementation of a region-wide economic development strategy, in line with Council's corporate plan, as well as advocating for and facilitating the development of proposals and/or solutions for a range of multi-functional and multi-disciplinary issues requiring a high level of cross-organisational collaboration.

### Key Responsibilities of the Role

- Develop an economic development strategy in line with Council's Corporate Plan.
- Research, evaluate and make well-informed recommendations to Council on proposals relating to a broad range of subjects and projects including those of a technical nature.
- Represent Council as a key advocate, engaging with and demonstrating an understanding of the needs of all stakeholders to contribute to the delivery of key organisational imperatives.
- Liaise with Council departments and government agencies to ensure that identified projects are planned, coordinated and implemented in accordance with statutory obligations and Council objectives.

- Lead the tracking and analysis of key policy initiatives and Council's participation in Government reviews and similar processes.
- Strengthen Gympie Region's strategic directions by analysing the region's challenges and opportunities, identifying potential gaps and providing well researched solutions and actions.
- Prepare high quality reports and presentations on the status of advocacy projects for consideration by Council prior to and during Workshops and Ordinary Meetings.
- Lead the engagement and consultation phases of the process, working with GRC's Communication, Business and Engagement Team to ensure the widest possible feedback from business and the wider community.
- Work closely with State Government Agencies to help build a foundation case for further strategic investigations and interventions in the state interest including identifications of suitable mechanisms e.g. Potential State Development Area or Priority Development Area.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence that is current and maintained

## **Essential Knowledge/Skills/Qualifications Criteria**

- A minimum of five years' experience in a relevant industry based role and/or a tertiary qualification in Commerce, Economics, Urban Planning, Marketing or a related field.
- Self-motivated and innovative in approach with a team-orientated and collaborative project management approach.
- Proven outcomes in investment attraction, industry development and in relevant industry sectors, government channels and/or commercial operations.
- Professional experience in monitoring and analysing key data and information including an experienced understanding of the relationships between economic development, property analysis, urban design, land-use, transport and environmental and social planning.
- Proven ability to develop strategic alliances and partnerships that will support economic development, tourism and investment attraction projects and activities.
- Excellent communication skills (written and verbal) with the ability to present, influence outcomes, gain commitment and prepare quality reports, briefs and recommendations on highly complex issues for Council and Executive.

## **Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.

- An ability to clearly hear directions and instructions being provided at normal speech levels.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.

## Special Requirements

- Occasional local, intrastate and interstate travel.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

# Position Description



Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

## Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*