

Position Description

POSITION TITLE		Economic Development Coordinator			
REFERENCE/POSITION NUMBER		ECO0011			
DEPARTMENT		Office of the CEO	<div></div>		
ACCOUNTABLE TO		CEO			
SUPERVISOR		CEO			
DIRECTLY SUPERVISES		1			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	15	STATUS	Permanent	TYPE	Part time
HOURS	28		LOCATION	Administration Building	
MOBILE PHONE	Yes		LAPTOP	Yes	
VEHICLE		No vehicle			
LAST UPDATED		23/03/2022			



RESPECT

We treat others as we expect to be treated
- in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours
- at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best
- in everything we do.

OBJECTIVES

- To implement the Kiama Economic and Employment Strategy.
- To provide an effective link between local business, Council and Government agencies to enhance existing businesses and attract new business to the Kiama Municipality.

SELECTION CRITERIA

ESSENTIAL

- Tertiary qualifications in a business related discipline
- Knowledge of Government programs for the assistance of business.
- Demonstrated ability to bring about partnerships between various Government agencies, business and community groups.
- Ability to work without close direction or supervision.
- Superior written and verbal communication skills.
- Good research skills.
- Demonstrated customer service skills.
- Demonstrated negotiation skills.
- Good time management skills.
- Well developed computer literacy skills in Microsoft Office products.
- Current Class C Driver's Licence.

DESIRABLE

- Experience in the small business sector.
- Knowledge of Local Government processes.
- An understanding of the Illawarra economy.

DUTIES

- To progress the implementation of the Kiama Economic and Employment Strategy.
- Play a leadership role in the Kiama LGA to pursue projects and develop relationships which are likely to add economic value to the Region.
- Develop and maintain a statistical business profile of the Local Government area.
- Develop a Kiama information pack suitable for distribution to potential businesses.
- Provide a single point of contact for new and existing businesses, filtering investment leads and providing a response mechanism for enquiries.
- Identify strategic economic infrastructure needs to achieve economic, social and environmental sustainability
- Facilitation and lead project teams by liaison, lobbying, and negotiating successful outcomes of identified strategic projects
- Promote Council's economic development activities through the Kiama Council website.
- Develop and maintain Council's business database.
- Participate in regional programs aimed at attracting investment in the region.
- Represent Council where necessary on regional development issues
- Develop and recommend mechanisms through Council functions to fast track investment enquiries.
- Represent small business needs to Council and other levels of Government and Government agencies.
- Leverage State and Federal Government funds to support Economic Development outcomes in the Kiama LGA
- Help to establish and develop business networks.
- Research, collate and distribute seminars/professional development information/opportunities in conjunction with other relevant organisations.
- Solve problems as requested on behalf of the business community
- Ensure implementation and regular review of the OH&S/risk management practices within the Section to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.
- Other duties associated with economic development as requested.

CORPORATE RESPONSIBILITIES

RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

Work Health and Safety (WHS)

- 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 Council's property to the responsible Manager

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager 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 the responsible Manager

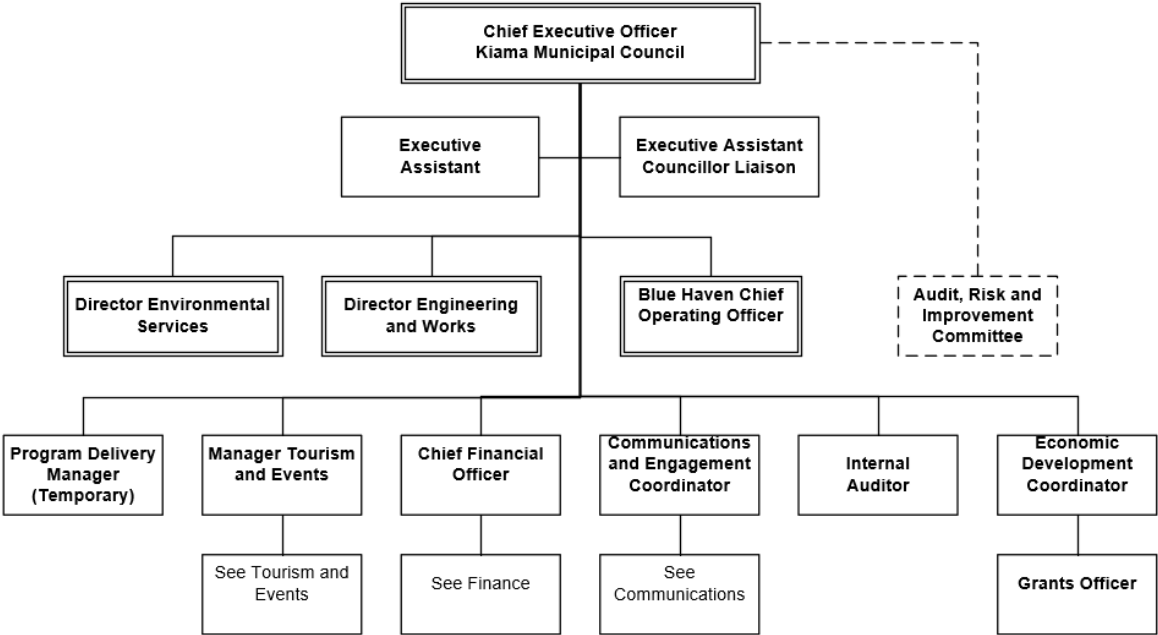
Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
FINANCIAL DELEGATION:	\$1,000
RESPONSIBILITY DELEGATION:	Act in Accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	Up to \$100,000
BUDGET DEVELOPMENT:	Develops complete budget for major functional area

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
PROTOCOLS:	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	No

REPORTING RELATIONSHIPS



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date