

### Position Description

<b>Title:</b> Coordinator Economic Development and Tourism (Position 173)	<b>Award Classification:</b> Band 3, Level 3
<b>Department:</b> Commercial Business	<b>Salary Classification:</b> Grade 6
<b>Tenure:</b> Permanent Full Time	<b>FTE:</b> 1

#### **Context:**

The Coordinator Economic Development and Tourism operates in an environment of economic growth, financial and Council's Corporate and Strategic Plan. The Coordinator will provide a supportive role for potential economic and tourism growth for the Macleay Valley area incorporating Council and Community expectation.

Working within the Corporate Directorate, the role incumbent needs to make sure that commercial business opportunities and concerns are raised at the right time for sound decision-making by Council. Build high level professional network with internal and external stakeholders including the community for potential economic and tourism growth.

#### **Role Purpose:**

To coordinate the Economic Development and Tourism team by supporting Council's direction by working collaboratively with staff across the organisation and key external stakeholders to develop and implement Council's Economic Development and Tourism strategies.

#### **Key Accountabilities:**

- To identify and lead strategic economic development and tourism service planning and activities that meet the changing, emerging and diverse needs of Kempsey Shire through service
- To develop and implement Council's economic development and tourism related strategies and projects.
- To work in partnership with business and the community to maximise participation in economic development and tourism programs and opportunities in accordance with Council's policies.
- To undertake research, coordinate marketing and promotion of economic development and tourism in a manner that will attract business to and create employment opportunities in the Kempsey Shire.
- To participate in all Economic Development and Tourism department planning and project activity.
- To provide advice on Economic Development matters to Council.

- To develop and maintain networks, partnerships and relationships with external stakeholders, other departments within Council, economic organisations (eg Chamber of Commerce) and the community.
- Contributing to Council's strategic and corporate planning for meeting the community's needs now and into the future.
- Leading the Economic Development and Tourism team to achieve Commercial Business objectives.
- Coordinating the management of individual performance that flows from organisational goals and priorities.
- Perform other reasonable duties as directed by the Manager Commercial Business or their delegate.

**Core Competencies:**

- Post Graduate qualifications in Business, Economics, Marketing or similar.
- Experience in business development or a related area.
- Demonstrated experience in economic policy development and implementation.
- Excellent written communication and research skills.
- High level interpersonal and networking skills with proven ability to build and maintain effective business relationships.
- Creative thinker and able to take concepts from the idea phase to implementation.
- Strong networker and relationship builder.
- Strong teamwork approach.
- Drivers licence

**Supervision Received:**

This role reports to the Manager Commercial Business.

**Supervision Exercised:**

The following roles report to the Coordinator Economic Development and Tourism:

- Economic Sustainability Officer
- Tourist Information Officer (Temporary)



“**Lead and work with  
our community to build an  
*inspired, connected*  
Macleay Valley**”

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date