

POSITION DESCRIPTION

Position Details

Position Title:	Economic Development Officer
Reports To:	General Manager Corporate and Community Services
Remuneration:	To Be Negotiated
Form of Engagement:	Full Time-Fixed Term Contract – Three (3) Years
Place of Employment:	To Be Negotiated
Incumbent:	
Employee No:	TBA

Organisational Relationships

- Internal: Chief Executive Officer, Councillors & Other Council Employees.
- External: Clients of Council, the General Public, State & Federal Government Departments & Agencies, Contractors & Consultants/Advisors and relevant Community and Tourism organisations.

Position Objectives

The focus of this position is to provide economic development support to North Burnett Regional Council. The position has a key role in the development and facilitation of a range of strategies designed to support economic growth, encourage new investment, facilitate development of existing businesses and promote the North Burnett Region as the region of choice for working, living and investing.

Position Requirements

a) Skills & Competencies

Computing

- Skilled in the use of computer and industry standard software (knowledge and ability to use Microsoft Office, MagiQ, and other associated software as appropriate);

Communications/Liaisons

- High level skills in oral and written communication and customer services skills;
- Strong interpersonal skills to liaise with a wide variety of people including all levels of staff, public and government bodies and the community;
- An ability to build networks with other government and industry organisations;
- Sound report writing ability;
- High level analytical skills;
- Ability to interact and work in a team environment;

Organisational Skills

- Effective time management skills and the ability to meet strict personal work and organisational deadlines;
- Sound problem solving, analytical and decision making skills;
- A 'Continuous Improvement' focus to work is essential;
- High degree of confidentiality;
- Possess financial management and public relation skills;

b) Knowledge

- Comprehensive knowledge of economic development practices in a regional context;
- An awareness of economic, environmental, and social issues facing the North Burnett region;
- Proven ability to write and submit funding applications;
- An understanding of contemporary marketing theory and practice;
- Strong ability to develop and implement strategic plans;
- Sound knowledge of or ability to rapidly acquire knowledge of Council's formal meeting processes and Council Departmental functions and procedures;
- Strong commitment to customer service, best practice and continuous improvement.

c) Qualifications and Experience

- Tertiary qualifications and/or experience in a relevant field such as economics, commerce, business management, business administration, marketing, or project management;
- Demonstrated experience in developing and implementing strategic plans;
- Demonstrated ability to meet deadlines and achieve defined outcomes;
- Advanced oral communication and negotiation skills;
- Advanced analytical skills;
- Demonstrated commitment to customer focused service delivery.

d) Training Requirements

- Internal / external training to ensure position holder maintains a satisfactory level of knowledge and skill base.
- Attend workshops and seminars relevant to ensuring ongoing professional development.

Key Responsibilities

Business Development

- Identify opportunities and program initiatives related to economic development to aid in the expansion of new and existing businesses within the North Burnett region.
- Assist local industry/business in developing a culture of innovation to maximise their growth potential.
- Carry out research and prepare submissions on business related opportunities referred by other government departments and private industry.
- Monitor opportunities, prepare funding applications and actively pursue Government and private industry funding for execution of regional projects and initiatives.
- Review and analyse a range of business, social, economic and environmental indicators related to economic development and advise both Council and the broader community of their potential impact;

Industry and Cooperative Liaison

- Liaise with relevant regional development associations and neighbouring municipalities in relation to economic development opportunities
- Network with regional, state and federal development organisations in order to identify business development funding opportunities;
- To build strong working relationships with related industry groups, Chambers of Commerce and other relevant groups.

Marketing and Promotion

- Provide support to the Departments to review, develop and implement marketing and promotional initiatives;
- Ongoing development of strategies and action plans that promote technology engagement and encourage the adoption of clean energy technologies;
- Represent Council as required at relevant forums involving government, business and community organisations.

General

- Provide input into the Council corporate and operational plan and other relevant strategic documents.
- It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff

Communication & Interpersonal Responsibilities

- Provide information to stakeholders on the progress of work tasks as required.
- Assist in promoting project outcomes through appropriate communication mechanisms.
- Model behaviours that reinforce open and honest communication with stakeholders and peers.
- Effectively communicate with different levels of the organisation from Mayor, Councillors, Chief Executive Officer, General Managers, team members, operational staff and the public.
- Comply with Council's Code of Conduct, Administrative Directives and Policy & Procedures.
- Project and promote the image of Council as being efficient, courteous and having a customer based focus.
- Effectively communicate with different levels of the organisation from Mayor, Councillors, General Managers, team members to operational staff and the public.

Legislative Responsibilities

- Administer and monitor auditable programs in accordance with the requirements of related Acts and Regulations.
- Observe Council's policies and procedures to ensure compliance.

Extent of Authority

The incumbent is expected to exercise all necessary actions within the scope of their Key Responsibilities. In addition, the incumbent from time to time may also be required to undertake other duties within the Department as authorized by the General Manager and/or Chief Executive Officer.

Selection Criteria

- SC1 Relevant formal qualifications and/or experience in a relevant field such as economics, commerce, business management, business administration, marketing, or project management.
- SC2 Proven experience in the formulation and implementation of economic development strategies and policies in regional areas.
- SC3 Highly developed research, analytical and problem solving skills with the ability to think strategically, particularly in relation to analysis of economic trends and opportunities.
- SC4 A good understanding of local business and economic conditions and the role of local government in economic development.
- SC5 Strong interpersonal and communication skills to liaise with a wide variety of people including all levels of staff, public and government bodies and the business community.
- SC6 Highly developed problem solving and negotiation skills.
- SC7 Strong attention to detail and ability to work with a high level of accuracy and confidentiality.
- SC8 Demonstrated capacity to liaise with industry, to implement identified marketing and development initiatives.
- SC9 Demonstrated experience with media management and undertaking public relations.
- SC10 Demonstrated ability to source, prepare and submit applications for financial grants from appropriate bodies.
- SC11 Demonstrated proficiency in the use of Microsoft Office Suite (Word, Excel and Outlook) and other relevant information technology applications i.e. MagiQ.

CERTIFICATION BY THE INCUMBENT:

I have read and understood my position description as stated above and acknowledge my duties and responsibilities contained therein.

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE GENERAL MANAGER OR SUPERVISING OFFICER (if applicable):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE CHIEF EXECUTIVE OFFICER (or his/her delegate):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

Additional Remarks / Comments:

Workplace Health & Safety Responsibility Statement

All employees have a legal obligation to comply with statutory requirements and North Burnett Regional Council Workplace Health and Safety policies and procedures and work instructions. These exist to ensure the health and safety of employees, contractors, visitors, volunteers and the public, and the environment.

The following responsibilities statements apply to all employees, including part time and casual staff.

Employees must:

- be aware of the North Burnett Regional Council Workplace Health and Safety policies and procedures
- perform all work and associated functions in a safe manner
- comply with all documented policies, procedures work instructions and verbal instructions issued by the organisation or its officers
- correctly use and maintain all protective clothing and equipment supplied by the organisation
- identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace where possible, and report hazards or risks in accordance with the WH&S procedures.
- establish and maintain a high standard of house keeping and cleanliness within individual work areas, and on any North Burnett Regional Council property
- report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage
- attend any toolbox, team talks or specific training supplied by North Burnett Regional Council
- be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- work in a manner that will not endanger themselves or other employees or the public

Workplace Health & Safety Obligations

Work is to be carried out in accordance with SAFEPLAN2 – Council’s Workplace Health and Safety Management System. Employees must ensure that they do not put the Health and Safety of themselves or others at risk. Work is to be carried out to meet WHS obligations and responsibilities as detailed in the relevant legislative requirements and standards including Council policies and local laws.

Staff Code of Conduct

Work is to be carried out in accordance with the Staff Code of Conduct. All employees are expected to make themselves familiar with the Code and its contents.

Performance Plan

Performance will be reviewed at least annually against the responsibilities, accountabilities, and behaviours defined in this role description, together with a performance plan developed by the Chief Executive Officer and approved by the Executive Leadership Team.