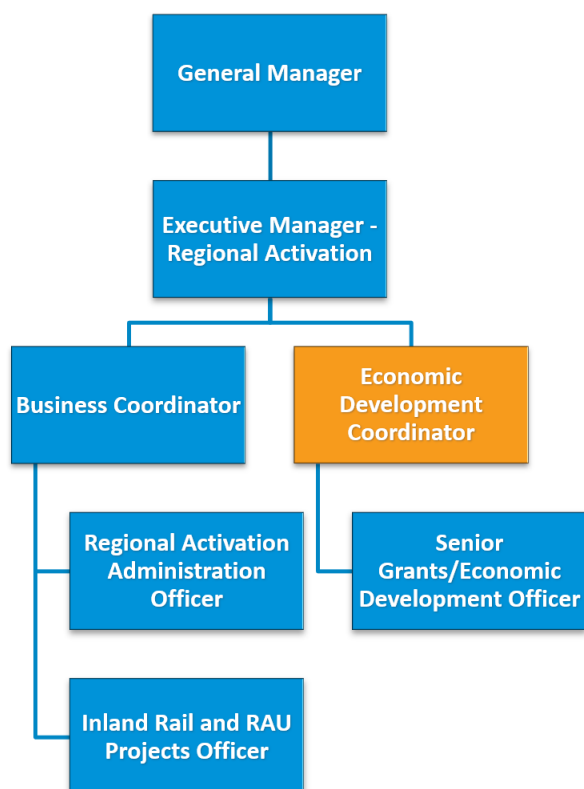


Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

Position Title:	Economic Development Coordinator – Regional Activation	Department:	Executive
Reports to:	Executive Manager, Regional Activation		
Subordinate Positions:	Senior Grants / Economic Development Officer		
Classification:	Band 3 Level 3 Grade 16 Step 1 \$1,660.10-Step 3 \$1,784.60 depending on qualifications and experience	Additional Benefits:	10% Superannuation Rostered Day Off
Basis of Employment:	Permanent Full-time, 35hrs per week		
Employment Condition:	Local Government (State) Award	Location:	Max Centre, 30 Heber Street MOREE NSW 2400

ORGANISATIONAL STRUCTURE



POSITION OBJECTIVE

- Through programs, projects, partnerships, and policy development support an environment that is conducive to economic growth and development with the Moree Plains.
- To facilitate the retention, growth and development of local businesses, and fostering new businesses and enterprises, within the Moree Plains Shire.
- Collaborate with other specialists within the RAU team and Council departments to implement and manage strategies that support the success of the Moree Special Activation Precinct.
- Oversee the grants function of Council with a core focus on supporting the success of the Special Activation Precinct.

ACCOUNTABILITIES

- To the community, through responsive communications and actions.
- To Council, through effective management of Council's Economic Development and grant functions.
- To other stakeholders through presenting Council in a positive and engaged manner.

OBLIGATIONS TO THE ORGANISATION

1. You are required to cooperate with Council in order to comply with the legislative framework which Council operates under. This includes the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993. You are required to comply with Council's policies.
2. You will promote a positive image of the Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
3. You will perform other duties as required, provided such duties are within the limits of the position occupant's skill, confidence and training and provided such duties do not promote a narrowing of the position occupants' skill base.

DUTIES

Duties shall include but not be limited to:

Specific:

- With the support of the Regional Activation Unit (RAU), develop, lead, and implement the recommendations of the Economic Development Strategy, including the development of programs as part of Council's annual budget.
- Support the RAU in the development and implementation of the Moree Special Activation Precinct and wider Economic Development initiatives.
- Foster and maintain excellent working relationships with key business groups such as the Chamber of Commerce, industry representative groups and community organisations with business interests.
- Foster and maintain excellent working relationships with key State and Federal Government Agencies to support the objectives of the portfolio.

- Develop and maintain Council's economic development website content in conjunction with Communications, the Regional Activation Unit and other stakeholders.
- Engage in regional and industry forums relevant to the position and establish constructive and positive relationships with economic development practitioners in the immediate region and beyond.
- In partnership with the business community, develop and host events that support and enhance the operation of business and industry across the Shire.
- Providing timely and regular reports to the Executive Manager, Regional Activation Unit.
- Prepare and present reports to Council including facilitating workshops and reporting to relevant external agencies and bodies as required.
- Actively contribute to the development of marketing programs about living and working in Moree through the development of suitable content and by direct involvement with relevant stakeholders.
- Investigate the current and developing needs for training and skills, in conjunction with the work being done by state agencies and the Regional Activation Unit.
- Lead specific economic development programs including but not limited to:
 - the joint UNE/Council incubator program "The Greenhouse".
 - the joint UNE/Council targeted tertiary skills program the "Moree Project"
- In collaboration with the Grants/Economic Development Officer and the RAU, produce and distribute the "Business Burst" Newsletter (or similar).
- Undertake an annual retail census and review the findings including undertaking trend analyses.
- Undertake an annual business confidence survey and review the findings including undertaking trend analyses
- Facilitate on behalf of the Regional Activation Unit, in conjunction with relevant stakeholders (such as Moree Tourism and Chambers of Commerce), promotional activities including but not limited to:
 - My Moree
 - Gift Cards
 - Christmas in Moree
 - Shop Local
- Monitor and account for budget expenditures within the portfolio, including undertaking quarterly reporting and contributing to budget development for each financial year.
- Support and provide oversight to Council's funding arrangements with Moree Tourism, BAMM and Boomi Cooperative to ensure that the governance requirements and strategic planning of these bodies are in accordance with Council's funding support requirements.
- Provide concierge services for possible new business entrants and expansion of existing businesses.
- Facilitate the development and/or retention of business services in the smaller towns and villages throughout the Shire.
- Provide oversight and leadership to the grants function of Council.

General:

- Work in collaboration with team members in Regional Activation Unit.
- Contribute to multi-disciplinary professional/technical work teams in a diverse environment.
- Effectively interacting with customers in a supportive manner.

- Provide strategic leadership in developing grant funding priorities for Council and support the development and administration of grant funding applications.
- Establishing and maintaining close liaison and cooperation with the community.
- Following instructions and adhering to all safety requirements of the position.
- Providing services to a high level of user satisfaction.
- Attending all relevant training as required
- From time to time, undertaking other duties as directed.

Physical demands of the position:

The successful applicant must be able to undertake limited manual handling tasks as well as have the mobility to be able to undertake off-site work for events and be able to drive a manual light motor vehicle to remote locations and work alone.

SELECTION CRITERIA

- Tertiary qualifications at Degree level in Economic Development, Business, Commerce, or Social Sciences in addition to relevant professional experience. **(Note: Considerable relevant practical experience may be taken into account as being equivalent to formal qualifications but may result in appointment at a lower level).**
- An understanding and appreciation of the NSW Government Special Activation Precinct program.
- An understanding and appreciation for the practice of Economic Development in a regional context.
- Current Class C Driver's Licence with the ability to operate a manual vehicle.
- Willingness to undertake a Criminal History Check.
- Highly developed interpersonal skills including the ability to lead and create a cohesive team environment; the ability to maintain positive relationships with internal and external stakeholders and the ability to learn new skills and adapt to changing situations.
- Well-developed numeracy, written and verbal communication skills including the ability to communicate effectively with people at all levels in addition to the ability to plan and monitor budgets and have highly developed computer skills.
- Effective organisational skills with the ability to work effectively under pressure, to manage time, plan, organise and prioritise one's own work and that of the team to achieve defined outcomes with a high level of accuracy.
- Demonstrated ability to exercise sound judgement, with a high degree of initiative and sensitivity while maintaining confidentiality.

Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>).
- Commitment to undertake the online Work Health Safety (WHS) induction module prior to commencement with Council.

Desirable Criteria

- Familiarity with, and experience with a variety of business environments.
- Practical experience in working in and/or with business groups or organisations as well as government and non-governmental agencies

Please note:

- As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.
- Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.
- All employees of Council are required to hold a WHS General Construction Induction Card and have a current Unique Student Identifier (USI) code.

AUTHORISATION

Developed by:

Mark Connolly

Date: August 2021

Authorised by:

Executive Manager – Regional Activation

Lester Rodgers

Date: August 2021

General Manager