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| Position Description **Economic Development Officer** |  |

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| **Department** | **Community and Economic Development** |
| **Location**  |  **Narromine** |
| **Grade** |  **Grade 13** |
| **Reports to** | **Director Community and Economic Development** |
| **Status** | **Part time** |
| **Hours** | **25 hours per week** |
| **Date of approval** |  **October 2019** |

# **Our Council**

Narromine Shire Council covers an area of 5264 km2 and has a population of approximately 6444 in the rural townships of Narromine, Trangie and Tomingley and the surrounding rural areas. Narromine is located 40km from the regional city of Dubbo.

The identities and values of Narromine Shire have been shaped by the culture of the Wiradjuri People, early farmers and by our strong aviation and sporting history. Today, the Shire has a significant farming based industry that contributes nationally.

# **Our Values**

This position requires commitment to the Council’s values and behaviours being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

# **Primary purpose of the position**

The position sits in the Community and Economic Development department and will assist the Director in the development of business and employment opportunities for those seeking to develop in the Shire.

The position will also assist with the promotion and facilitation of activities in Narromine Shire in the areas of:

* Tourism and Visitor Information
* Events management
* Economic Development
* Community Development
* Communications

# **Key challenges**

* Provide advice and opportunities for growth for new and existing businesses in a rural setting and in variable conditions.
* Ensure communication is strong between Government Agencies, Council, Community Stakeholders and Non-Government Organisations across many varied sectors and opportunities.

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| **Functional Area** | **Key Accountabilities** |
| Community and Economic Development  | * Assist local outlets with information on businesses, activities, events and opportunities.
* Develop and enhance strategic business opportunities within the Shire.
* The effective liaison and support of Narromine Shire Businesses and organisations to provide regular events to Narromine, within budget and time constraints.
* The effective marketing of Narromine Shire as a tourist destination through timely production and distribution of local event promotional materials and media releases.
* Encourage/foster new and existing businesses.
* Contribute to the maintenance of Council web sites.
* Assisting in the planning and co-ordination of community events as directed.
* Assist from time to time with customer service queries

Any other duties that are within the limits of skill, competence and training as directed by the Director |

Key relationships

| Who | Why  |
| --- | --- |
| Internal |  |
| Director Community and Economic Development  | The Economic Development Officer has an effective working relationship with the Director and is responsive to their requests providing timely and reliable results and information on request.  |
| Fellow Team Members | The EDO is a valuable member of the team and works in harmony with other team members towards a common goal.  |
| External |  |
| Government Agencies | The EDO has professional relationships with those government agencies necessary for the work of Council.  |
| Local Businesses | The EDO has professional relationships with local community networks and businesses necessary for the work of Council.  |

# **Essential requirements**

* Certificate IV in Business or Events, Tourism, Marketing or equivalent skills and experience.
* Demonstrated capability in community and economic development.
* Demonstrated understanding in regards to strengths of local economy.
* Demonstrated strong analytical skills, attention to detail and good time management skills.
* High level computer skills and demonstrated experience using mainstream software relevant to service delivery.
* Proficient written and verbal communication skills.
* Demonstrated ability to develop and maintain effective relationships with the wide range of stakeholders including the local business community, suppliers and sponsors.
* Proven ability to prioritise work, work un-supervised within a team environment, completing work activities within given timeframes and taking responsibility for work tasks.
* Commitment to the principles of Work Health and Safety.
* Class C drivers licence.

**Acknowledgement**

I have read and understood the contents of this position description and accept the following:

* This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
* My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, values and behaviours is expected by Narromine Shire Council.
* My position will develop over time and this position description will facilitate this development as a ‘living document’ that I will actively invest in.

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Signed Date

**Employee**

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Signed Date

**Supervisor**

Capabilities for the role

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework |
| --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | **Manage Self** | **Advanced** |
| Display Resilience and Adaptability | Adept |
| Act with Integrity | Adept |
| Demonstrate Accountability | Adept |
| **Relationships** | Communicate and Engage | Advanced |
| **Community and Customer Focus** | **Advanced** |
| Work Collaboratively | Adept |
| Influence and Negotiate | Advanced |
| **Results** | Plan and Prioritise | Adept |
| Think and Solve Problems | Adept |
| Create and Innovate | Adept |
| Deliver Results | Adept |
| **Resources** | Finance | Adept |
| Assets and Tools | Intermediate |
| Technology and Information | Intermediate |
| Procurement and Contracts | Adept |

# Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework |
| --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Manage Self | Advanced | * Demonstrates motivation to serve the community and organisation
* Initiates team activity on organisation/unit projects, issues and opportunities
* Seeks and accepts challenging assignments and other development opportunities
* Seeks feedback broadly and asks others for help with own development areas
* Translates negative feedback into an opportunity to improve
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| **Relationships**Community and Customer Focus | Advanced | * Demonstrates a thorough understanding of the interests, needs and diversity in the community
* Promotes a culture of quality customer service
* Initiates and develops partnerships with customers and the community to define and evaluate service outcomes
* Ensures that the customer is at the heart of business process design
* Makes improvements to management systems, processes and practices to improve service delivery
* Works towards social, environmental and economic sustainability in the community/region
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