
Economic Development Officer

Position description

July 2021



Northern Grampians Shire Council
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Position description

Position title	Economic Development Officer
Classification	Band 5
Directorate	Office of the CEO
Department	Economic Development and Investment
Establishment Number	CMCE02

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position is guided by initiatives that achieve economic growth and business vitality outcomes identified in Northern Grampians Economic Development Strategy and Action Plan, 2021-31 and encourages a culture which recognises economic development is a whole of community business.

Key responsibility areas

- Assist in the development and, lead the delivery of initiatives that support growth-focused entrepreneurs (businesses that demonstrate they are responding to change and building competitiveness) to embrace innovation, best practice, grow exports and jobs.
- Assist in the development and, lead the delivery of initiatives that support businesses to be strong, innovative and sustainable.
- Support existing and newly attracted business and industry networks to enhance investment, business innovation, creativity, best practice, collaborations and partnerships by promoting and encouraging participation in economic growth and business vitality initiatives.
- Provide a customer focused service to businesses ensuring quality and responsive customer support in line with Council's policies and guidelines.
- Build and maintain strong relationships with key stakeholders including local businesses, tourism and industry associations.
- Inform and provide advice to Council on emerging issues and barriers to economic growth and business vitality
- Monitor and record achievements of economic growth and business vitality initiatives and ensure targets are met.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- Ensure that Council's Code of Conduct is always adhered to.
- Adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames.

Organisational relationship

Reports to	Covid-19 Recovery Coordinator
Manages	n/a
External relationships	Local business, contractors, public, government departments, other service providers
Internal relationships	All Council employees

Accountability and extent of authority

This position is accountable for:

- assist in the development and delivery of economic growth and business vitality initiative under the general direction of the Covid-19 Recovery Coordinator.

This position has the authority to:

- The freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with Covid-19 Recovery Co-ordinator and a regular reporting mechanism to ensure adherence to plans.
- maintaining accurate and up to date records in a timely manner
- preparation and dissemination of accurate information relating to economic growth and business vitality initiatives.

Judgement and decision making

- ability to make and handle decisions of a routine nature on a day-to-day basis as directed and within Council policies and procedures.
- judgement is exercised within the framework of policies, established administrative practices and departmental procedures but initiative is required to determine efficient process completion
- exercise judgment and discretion regarding confidential issues
- guidance and advice from the Covid-19 Recovery Coordinator and other senior staff is usually available.

Specialist skills and knowledge

- Proven practical experience of the day-to-day operation of this service, working with clients and service providers.
- Experience in program planning and development in a local government context.
- Skilled at project development and delivery, contract and grant management.
- Understanding of the current legislative environment as it applies to the responsibilities of this position.
- Understanding of and/or experience in the operation of business.
- Proficient in delivering services against standard procedures

Management skills

- Demonstrated ability to plan, prioritise and organise work to achieve specific and set objectives within the available resources
- Ability to work in a positive and collaborative way across organisational boundaries.
- Well-developed organisational skills, to ensure identification of key tasks and stakeholders, and follow up of actions and implementation of tasks.
- Strong administrative skills and ability to meet deadlines to ensure delivery on milestones
- Experience in report writing and preparation of presentations and communication material

Interpersonal skills

- Demonstrated ability to effectively communicate with customers and employees to provide information and maintain good customer relations
- Ability to maintain confidentiality
- Demonstrated ability to work as a team member and manage oneself in a manner that provides a positive and supportive influence on other employees and the business community
- Ability to develop networks with business, key staff groups within council and relevant external organisations
- Demonstrated ability to work in a politically sensitive environment
- Time management skills and the ability to set priorities and organise work to meet the needs of internal and external customers
- Ensure client confidentiality and security of information as per privacy legislation

Qualifications and experience

- Relevant tertiary qualifications in business, economic development, or relevant experience.

Selection criteria

1. Proven ability to assist in the development, implementation and evaluation of projects, programs and services.
2. Proven experience in working with a wide range of stakeholders to deliver high quality outcomes.
3. Demonstrated ability to build and maintain strong relationships with key stakeholders to provide a high level of customer service.
4. Demonstrated sound administration experience, including project delivery.
5. Demonstrated communication skills, including report writing, preparation of presentations and communication material.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

COVID-19 Vaccination – All Council appointments must provide evidence of their vaccination status to meet mandated vaccination requirements.

Medical examination - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	July 2021
Prepared by	Project Manager Economic Development and Investment
Approved by	Manager People and Culture

Employee Signature

[acceptance_status]	[acceptance_date]
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[candidate_name]	