

POSITION DESCRIPTION

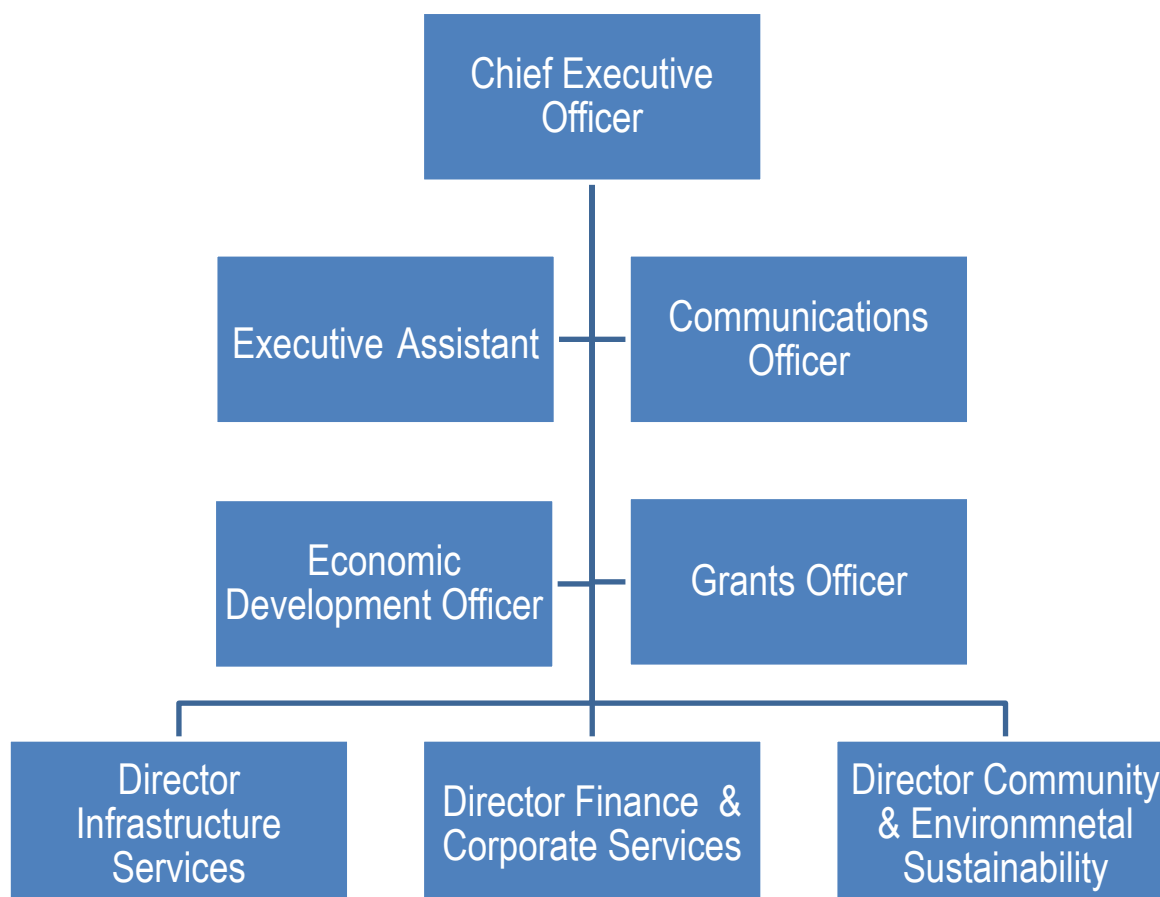
Economic Development Officer

Position Title	Economic Development Officer
Reports To	Chief Executive Officer
Immediate Reports	Nil
Principal Location	118 Victoria Street, St George
Employment Basis	Fixed Term

PURPOSE OF THE POSITION

Secure the future prosperity and expanded employment opportunities of the Shire's residents through economic diversification and value adding to existing industries. Identify and implement key economic development projects and facilitate private investment and re-investment leading to increased local output and employment. Develop and manage effective relationships with external stakeholders including local businesses and relevant community groups. Work effectively and proactively as the region's primary economic development group.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES



Our Customers

The customer is always right. We put the customer at the centre of everything we do. Always say "Thank you". We listen to our customers, understand them and work out how to best serve them. We get things done with speed, conviction and agility. We go the extra mile and exceed customers' expectations.

Our People

We value teamwork and interdependence. We are one team. We have the same relationships with customers as we do with each other. We will strive to be the best - we are restless, always learning, always improving. We value each other - we seek and benefit from diverse people and perspectives. We are ambitious and courageous - we pursue excellence, set new standards and go beyond them.

Our Reputation

Our reputation is our most valuable asset. A good reputation takes effort, patience and time. Destroying a good reputation takes a single moment's misstep. We act honestly and consistently in our behaviours, actions and decisions. We establish trust by keeping our word, communicating effectively and transparently. We are responsive. We resolve errors/mistakes and never make excuses.

KEY CRITICAL PROCESS RESPONSIBILITIES

Stakeholder Engagement & Relationship Management (Specific)

INSTRUMENT OF AUTHORITY

Nil

EXTENT OF AUTHORITY / DELEGATION

Works independently, as well as in a team, within general guidelines and objectives provided by the Chief Executive Officer.

KEY RESPONSIBILITIES

Economic Development

- Provide leadership through broad community, Council and stakeholder engagement that contributes to the sustainable economic development of Balonne Shire.
- Assist with the development, implementation and maintenance of local economic development strategies that align with the Community Plan, Corporate and Operational Plans.
- Proactively identify and champion the establishment of new and expanded enterprises to create job opportunities including attraction of enterprises from outside the Balonne Shire.
- Identify and create investment opportunities relevant to the strategic advantages of the Balonne Shire and facilitate their development.
- Develop and deliver projects that promote economic development, employment creation and skills enhancement within the Shire.
- Provide a “One Stop Shop” style facilitation service for project proponents that assists them to navigate the bureaucratic maze and approval processes at the three tiers of Government level.
- Devise and implement a framework of economic initiatives and projects that will enhance the Balonne Shire and the economic resilience of its outlying communities.
- Network with relevant local organisations and industry groups that add value to the purpose of this position.
- Provide professional advice and assistance to relevant local organisations, industry groups and local businesses as appropriate.
- Prepare annual action and operational plans to address economic development matters for consideration and adoption by Council.
- Develop and maintain relationships with appropriate state and federal government regional development agencies.
- Be an advocate for investors and re-investors within the Balonne Shire and introduce them to the Mayor, councillors, the CEO and relevant officers as appropriate.
- Provide a one on one “hand hold” approach to assist and guide proponents through the approval and development process.
- Collate and analyse information regarding economic development and labour market trends.
- Maintain quality data and information about local businesses and prospective businesses.
- Develop strategic partnerships with high level internal and external stakeholders in order to manage customer relations, deliver projects, and effective program management of projects.
- Provide advice and reports to the CEO, councillors and the public on economic development, employment creation and skills enhancement issues.
- Proven ability to exercise sound judgement and confidentiality.
- Perform other duties within your capabilities as directed.

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive coaching and feedback culture
- Willingness and ability to promote and embody a positive attitude by connecting to a sense of purpose
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to provide high level customer service to internal and external stakeholders.
- Willingness and ability to integrate the competing demands of work, home, community and self

Administration

- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the CEO circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the CEO appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Risk Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

INHERENT REQUIREMENTS

- Ability to use numeracy, and effective written and verbal communication skills
- Ability to produce professional standard documents within set time-frames
- Ability to work as part of a team
- Ability to resolve interpersonal conflict
- Ability to maintain confidentiality
- Ability to manage time, planning and organising own work effectively within set time-frames

CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

EVALUATED POSITION ASSESSMENT

Impact on Accountability	<i>Shared - participating with peers, within or outside the organisation, in decision making not totally controlling relative to the magnitude of the result; a degree of partnership or joint accountability for the result.</i>
Knowledge	<i>Knowledge of professional principles, concepts and methodology supplemented by skill gained through job experience to permit independent performance of recurring assignments that are difficult or complex.</i>
Complexity	<i>The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis; decisions regarding what needs to be done include major areas of uncertainty of approach, methodology or interpretation and evaluation processes that result from elements such as changes in programs, technological developments, unknown phenomena or conflicting requirements; work requires originating new techniques, establishing criteria or developing new information.</i>
Supervisory Controls	<i>The supervisor sets the overall objectives and resources available; the employee and supervisor, in consultation, develop deadlines, projects and work to be done; the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives; in some assignments, the employee also determines the approach to be taken and the methodology to be used; the employee keeps the supervisor informed of progress and potentially controversial matters; completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.</i>
Scope and Effect	<i>The work involves isolating and defining unknown conditions, resolving critical problems or developing new theories; the work product or service affects the work of other experts, the development of major aspects of administrative programs, or the well-being of substantial numbers of people.</i>
Guidelines	<i>Administrative policies and precedents are applicable but are stated in general terms; guidelines for performing the work are scarce or of limited use; the employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.</i>
Purpose of Contacts	<i>The purpose is to influence, motivate, interrogate or control persons or groups; the persons contacted may be fearful, sceptical, uncooperative or dangerous; therefore, the employee must be skilful in approaching the individual or group in order to obtain the desired effect, such as getting compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.</i>

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Relevant tertiary qualifications or extensive experience in economic development or business.
- Previous demonstrable experience in a similar role with track record of success.
- Class C open drivers licence
- Understanding of the Economic Development Act 2012
- Understanding of the legal, socio-economic, and political impact of decisions made in this position
- Knowledge of how to develop, promote, encourage, and assist business and employment opportunities

POSITION DESCRIPTION

Economic Development Officer

-
- Research skills to source development and funding avenues
 - Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions
 - Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes
 - Demonstrated high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
 - Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services and MAGIQ would be advantageous

SELECTION CRITERIA

Essential

1. Relevant qualifications and/or experience in economic development.
2. Ability to prioritise workloads and deliver outcomes while managing a range of tasks
3. Ability and skills in community consultation and building relationships with a diverse range of stakeholders across multiple communities
4. Ability to contribute to strategic thinking
5. Experience in developing, promoting, encouraging and assisting business and employment opportunities
6. Current C Class open drivers licence

Desirable

1. Experience in a local authority