

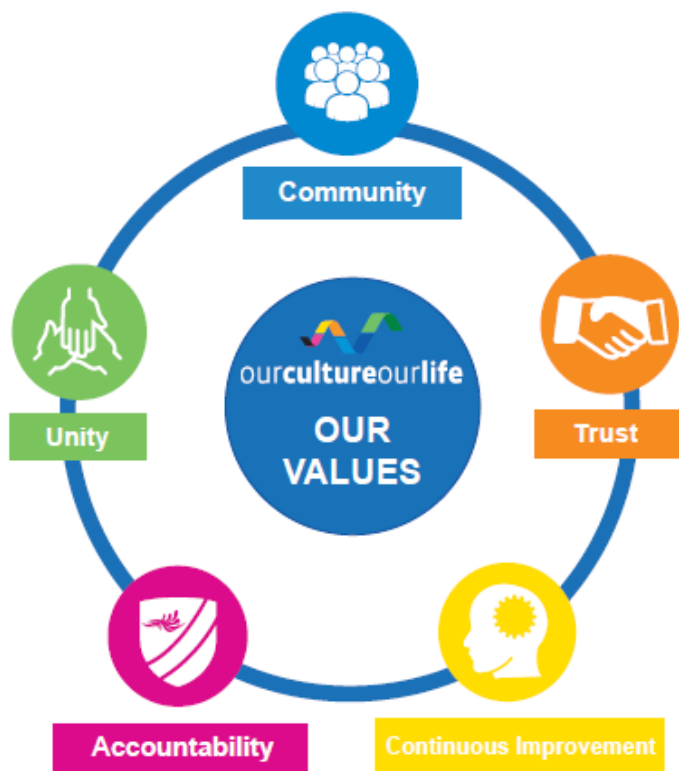
Position Description

Economic Development Manager

POSITION TITLE:	Economic Development Manager
POSITION NUMBER:	10400
DIRECTORATE:	Development Services
BRANCH:	Economic Development
EMPLOYMENT CONDITIONS:	Common Law Contract
POSITION STATUS:	4 Year Employment Contract – Full Time
ACCOUNTABLE TO:	Director – Development Services
LAST REVIEWED DATE:	April 2021

COUNCIL VALUES

Whitsunday Regional Council's culture is driven by the following values:



Position Description

Economic Development Manager

PRIMARY PURPOSE

To manage the overall operations of the Economic Development Team, ensuring the implementation of Council's key economic development priorities.

KEY RESPONSIBILITIES

1. Prepare and implement strategies to stimulate investment and jobs in the Whitsunday Region.
2. Establish an Economic Development section that is focussed on sustainable investment attraction as its core service.
3. Create relationships and networks with Whitsunday's key industries and understand where Council can assist them to improve competitiveness and sustainability and expand where possible.
4. Leverage state and federal funds to support economic development outcomes in the Whitsunday Region.
5. Assist in the establishment and growth of the Whitsunday Airport surrounding land and other greenfield business sites available for expansion and development.
6. Create linkages with other departments of Council that influence or are factors in business decision making, particularly Development Services.
7. Promote investment opportunities in the Whitsunday Region that add to the Whitsunday economy.
8. Facilitate and promote economic development for the Whitsunday Region through strategic economic development planning, policy advice, innovative economic development projects that target investment attraction.
9. Play a leadership role for Council in the Greater Mackay Region and pursue projects and develop relationships which are likely to add economic value to the region.
10. Coordination of Council's Economic Development Team in the pursuit of Council's aims for economic development outcomes.

OPERATIONAL ACCOUNTABILITIES

1. Provide reports to Council, as appropriate, on all aspects of Economic Development programs, services and operations.
2. Prepare the Economic Development branch draft budget, financial and non-financial documentation, including submissions and liaison for funding/service assistance or agreements.
3. Monitoring and control of income and expenditure relating to branch budget, programs and services, as well as financial and non-financial documentation, including submissions and liaison for funding
4. Implement the Whitsunday Regional Economic Development Strategy.
5. Coordinate and undertake necessary research to identify and promote local development needs, resources and opportunities for growth, with emphasis on expanding existing businesses and attracting new commercial, industrial, information and telecommunications infrastructure and investment.
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Development of a Strategy Overview, Investment Prospectus, Regional Priorities and Agricultural Capability Statement.

7. Prepare and disseminate widely, a regularly updated economic profile of the Whitsunday Region and other research data in support of regional economic development decisions and promotion/marketing of the Whitsunday Local Government area and its economic catchment.
8. Target major and minor investors and value adding enterprises and advocate their expansion / development or establish in the Whitsunday region.
9. To liaise internally with all levels of Staff Members and Councillors, and internal committees on matters relating to Economic Development.
10. Regularly liaise, communicate and negotiate with government departments, agencies and other relevant bodies to maintain the profile of the Whitsundays as a key regional area.
11. Develop a profile with key funding agencies and aim to positively influence the future investment for the Whitsundays.
12. Represent Council on advisory committees, hearings or other relevant functions/meetings conducted by sector and industry bodies.
13. Refer matters that may impact upon business, Council and employees to the relevant Executive Leadership team member.
14. Relieve at other locations throughout the region as required.
15. Undertake other relevant duties as directed, consistent with skills, competence and training.

ORGANISATIONAL ACCOUNTABILITIES

1. Workplace Health and Safety

- Actively participate and promote a safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.

2. Culture

- Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.
- Comply with Council's Code of Conduct and all Council policies and procedures at all times.

3. Information Services and Technology

- Protect and manage Council's information assets in accordance with legislative, policy and process requirements.
- Use Council's technology appropriately and with respect.

4. Disaster Management

- Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
- Employees may be required to undertake duties during emergencies and disasters as necessary that may not be related to their substantive role.

5. Customer Service

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- Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.

6. Financial Accountability and Governance

- Models compliance with Council's purchasing Policy.
- Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.
- Legislative Sub-Delegations and authorisations may also be applicable.

QUALIFICATIONS/SKILLS

Essential

1. C Class Drivers Licence.
2. Proven experience in Regional Economic Development
3. Highly developed analytical, problem solving and decision-making skills.
4. Proven high level interpersonal, negotiation and investigation skills.
5. Outstanding communication skills, both written and verbal, with the ability to develop and convey professional policies and procedures, reports and correspondence appropriate to the intended audience.
6. Effective business partnering skills with proven skills in building and maintenance strong stakeholder relations.
7. High level attention to detail.
8. Tertiary Qualifications or experience in a relevant discipline (Economics, Business, Project Management) essential.

ACKNOWLEDGEMENT

This Position Description provides a general indication of the responsibilities and nature of the work to be undertaken by the employee. It is not intended to be a comprehensive list of all duties, tasks and/or requirements of the role.

The Position Description is reviewed on a regular basis and may be varied, with consideration being made for the employee's skills, experience and expertise. Any changes will be made in consultation with the employee.