



Position Description

Non-supervisory Employees

Position Title	Economic Development Project Officer (Events)
Section	Economic Development and Communications
Division	Strategy and Growth
Reports to	Major Events Manager
Grade	10
Employment Status (FT/PT/Casual/Temp)	PT/Temp

Position purpose

To support the implementation of projects in accordance with Council's Economic Development Strategy.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Effectively contribute to the scoping, planning and implementation of projects and actions that deliver on Council's Economic Development Strategy providing:
 - primary support to Council hosted/sponsored events, and
 - support to a range of other projects as directed
- Manage project priorities and deadlines in consultation with team leader;
- Develop and maintain effective relationships with external stakeholders;
- Coordinate Council forums and meetings with stakeholder groups;
- Develop positive, collaborative relationships with staff across Council;
- Conduct research and analysis on matters relevant to local economic development;
- Represent Council and the economic development team at internal meetings, industry, business and community forums where appropriate;
- Work cooperatively with team members and managers taking responsibility for achieving team and Council goals;
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date	19 January 2018	Group Manager	Economic Development & Communications
Date	23 January 2018	Director	Strategy & Growth

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____