



Recruitment Selection Criteria

Economic Development Project Officer (Events)

Position Title	Economic Development Project Officer (Events)
Section	Economic Development and Communications
Division	Strategy and Growth
Grade	10

Essential requirements

1. Tertiary qualifications in Business, Marketing, Economics or a related discipline, or significant experience deemed relevant;
2. Experience supporting project management, stakeholder engagement and consultation.
3. Demonstrated ability to work effectively independently and in a team environment.
4. Demonstrated time management skills and the ability to meet deadlines.
5. Demonstrated ability to adhere to established budgets and procurement requirements.
6. Well-developed written and oral communication skills.
7. Research and conceptual skills and the ability to undertake analysis.
8. Demonstrated computer and administration skills including use of Microsoft suite of products and databases.

Desirable requirements

1. Experience in website administration and social media

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.