



# Recruitment Selection Criteria

## Economic Development Officer

<b>Position Title</b>	Economic Development Officer
<b>Section</b>	Economic Development – Business and Industry
<b>Division</b>	Strategy and Growth Division
<b>Grade</b>	12

### Essential requirements

1. Tertiary qualifications in a relevant discipline such as Economics, Business or Marketing, or equivalent experience.
2. Demonstrated experience managing projects involving wide ranging stakeholders and consultation.
3. Demonstrated ability to work effectively independently, and in a team environment.
4. Demonstrated liaison and representational skills.
5. Ability to manage competing priorities, exercise initiative and sound judgement.
6. Demonstrated ability to adhere to established budgets and procurement requirements.
7. Well-developed written and oral communication skills.
8. Research and analysis skills, particularly as applicable to economic and business information.
9. Demonstrated computer and administration skills including use of Microsoft suite of products and databases..

### Desirable requirements

1. Demonstrated experience working in the field of economic development and knowledge of key principles.
2. Experience developing content and managing a compelling social media presence..

### 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.