# POSITION: Business Development Officer

CLASSIFICATION: Band 6

EMPLOYMENT STATUS: Ongoing Full Time

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/downloads/file/443/organisational_structure_-_as_at_1_july_2015pdf) **to view Councils entire organisation chart**

**THE POSITION**

The objective of the position to assist economic growth and investment of the South Gippsland economy through the implementation of programs, initiatives and services, aligned with the Economic Development and Tourism Strategy and annual business plan.

The role sits within the Economic Development and Tourism Unit. The team’s role is to support and encourage the attraction, growth and development of businesses and critical infrastructure within the shire and to promote the area to visitors, prospective residents and new investors.

The key responsibilities of this role include –

* Provide project management and support to the Coordinator of Economic Development and Tourism;
* Develop and implement programs including social media campaigns to assist the retention and expansion of new and existing businesses;
* Develop linkages with Government, business associations and industry bodies to deliver programs which identify investment opportunities for South Gippsland;
* Provide input and resources to other internal departments in the implementation of major infrastructure and strategic projects;
* Identify opportunities for advocacy for industry sectors in South Gippsland;
* Develop and implement marketing and promotional projects to build the image and profile of South Gippsland as a location to live, work, invest and visit;
* Contribute to relevant policy and strategy development;
* Attend business association meetings to support the Shire’s main street businesses.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact the Coordinator Economic Development on 03) 5662 9200.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Making**

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| Accountability & Extent of Authority | |
| Band 6 (Generic) | Role Specific |
| * Specialist advice or regulate clients – freedom subject to regulations and policies and regular supervision * Have formal input into policy development, usually of investigative & analytical nature | * Implementation of economic development and tourism projects. * Representing Council at meetings and functions. * Authority to develop activities and projects to support business development. * Authorisation of expenditure as allocated in project budgets |
| Judgement & Decision Making | |
| Band 6 (Generic) | Role Specific |
| * Work usually specialised – methods & procedures developed from theory or precedent * Problem solving may involve adapting previous experience to new situations * Guidance & advice usually available | * Implementation of projects * Dealing with business enquiries * Respond and resolve complex problem within the scope of the role, ensuring appropriate consideration to political and stakeholder sensitivities |
| Specialist Knowledge & Skills | |
| Band 6 (Generic) | Role Specific |
| * Proficiency in the application of a theoretical or scientific discipline * Also understanding of policies of unit & wider organisation * Some positions (particularly resource management) require a familiarity with budgeting techniques | * Understanding of business trends and issues * Understanding and ability to interpret economic data * Ability to coordinate the end to end planning, management and delivery of diversely scoped projects with input from the Coordinator * Ability in facilitation and event management * Ability to provide advice to businesses on issues within the scope of the role * Ability to prepare strategic documents, reports and marketing material |
| Management Skills | |
| Band 6 (Generic) | Role Specific |
| * Skills in managing time, planning of own work and where appropriate of other employees * If managing – able to implement EEO, OH&S & training/development | * Ability to manage projects. * Ability to provide direction to consultants and contractors engaged to deliver projects. * Ability to manage work independently * Capacity to organise and prioritise tasks to achieve deadlines. |

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| Interpersonal Skills | |
| Band 6 (Generic) | Role Specific |
| * Also the ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems | * Ability to work as a member of a team to maximise the effectiveness and efficiency of the team. * Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of activities. * Ability to liaise effectively with the public, businesses and Government agencies |
| Qualifications & Experience | |
| * Degree or diploma in business or related field sector; * Experience in an Economic Development role; * Experience in developing and managing projects; * Experience in facilitation and event management; * Current Victorian Driver’s Licence. | |
| Role Specific Selection Criteria | |
| * Degree or diploma in business or related field sector; * Experience in an Economic Development role; * Demonstrated understanding of Local, State and National business trends and issues; * Experience in developing and managing projects; * Experience in preparing strategic documents, reports and marketing material and social media campaigns; * Demonstrated experience in facilitation and event management; * Strong interpersonal skills with ability to liaise with business and government agencies; * Demonstrated ability to work autonomously and achieve project deadlines; * Current Victorian Driver’s Licence. | |