

POSITION DESCRIPTION

Senior Economic Development Officer

Position number		TR03
Directorate		Community Strengthening
Service unit		Community Place and Prosperity
Classification		Band (6) / Senior Executive Officer / Senior Officer (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Coordinator Arts & Economic Development
	Directly supervises	Economic Development Officer
	Internal relationships	All Council staff
	External relationships	Consultants, Contractors, Developers, Community Groups, Residents, other Public Authorities, Government Departments, Business operators and Tourism Industry Organisations.
Probation period		6 months (applies to all new employees)
Approved by (position title)		General Manager Community Strengthening
Date		August 2024
Position purpose		To undertake a range of functions to strategise, design and deliver a program of economic development initiatives in accordance with Council Economic Development and Visitor Economy Strategies and other key strategic Council documents to increase local employment, develop business capability and grow investment and tourism opportunities within Moorabool Shire.

Key responsibilities and duties

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Business engagement and development

- Promote and facilitate economic development, business and employment opportunities across the Shire including liaising and networking with key stakeholders across all levels of government, business, economic and community organisations.
- Work with the Coordinator Arts and Economic Development to develop a program of engagement for industry and small business with relation to economic development and advocacy targeting all sectors
- Work collaboratively to develop and implement key economic development strategic plans including tourism related key outcomes
- Facilitate tourism and investment attraction initiatives.
- Conduct development, implementation and ongoing review of relevant strategies, programs and plans.

Research and data analysis

- Conduct research and data collection using economic tools such as Remplan.
- Collate research and analyse economic development and labour market data and provide specialist and relevant advice on findings and trends.
- Present outcomes of research and data analysis to various stakeholders to promote greater understanding of economic development within the local government context
- Prepare reports, memos, briefing notes and other required documentation to Management and Council.

Arts & Economic Development

- Provide project management support and expert advice on economic development initiatives
- Work in partnership with Arts and Culture Officer as required for improved engagement and participation outcomes
- Undertake any other duties as directed by the Coordinator Arts and Economic or other relevant Management.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.

- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
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Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Often

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Completing all agreed key responsibility areas and performance criteria for the position. • The efficient and effective completion of all projects.
Judgement and decision making	<ul style="list-style-type: none"> • Using initiative to handle business or projects on behalf of the Arts & Economic Development unit. • Ability to solve problems based on professional experience or knowledge. • Providing accurate advice and make informed decisions based on up to date knowledge and information.

	<ul style="list-style-type: none"> • Working at all times within the limits of delegated authority. • Applying appropriate procedures to tasks undertaken.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> • Experience in arts, economic development or regional development in a local government or industry setting. • Experience and documented achievement in the design and delivery of economic projects and initiatives. • Ability to initiate and manage complex projects involving multiple high level stakeholders. • A high level of understanding of the issues facing business in their day-to-day operation. • Experience in economic development facilitation, project management, monitoring and evaluation. • Experience in the delivery of business attraction initiatives. • Demonstrated motivation and ability to work independently and as part of a team. • Effective negotiation and mediation skills. • A highly level of proficiency of computer skills including the use of Microsoft Office. • Strong analytical skills and the ability to think laterally. • Excellent project management skills.
<p>Management skills</p>	<ul style="list-style-type: none"> • Highly developed time management skills with the ability to plan, organise and manage workloads and resources to achieve results within expected timelines • Ability to provide high quality work within concurrent and conflicting priorities with the ability to reschedule priorities when required. • High level and effective verbal, written, presentation and listening communication skills • Ability to monitor the financial aspects of each project and make recommendations to the Coordinator Arts & Economic Development in relation to financial matters arising from projects.
<p>Interpersonal skills</p>	<p>Excellent communication skills, with an ability to effectively liaise with:</p> <ul style="list-style-type: none"> • Council. • Management. • Councillors. • State & Federal Government Representatives and Agencies. • Small and large business organisations. • Internal and External customers.

- Ability to prepare external correspondence and reports to a high standard.
- Ability to work cooperatively as part of a team or autonomously as required.

Qualifications, skills and experience

Qualifications

- Tertiary qualifications in economics, management, commerce or business development is required
Or more than five years job related experience in economics, business or a related field.

Skills and experience

- *Substantial demonstrated experience in the development, implementation and review of economic and business development projects.*
- *Demonstrated examples of using economic analysis tools to prepare reports and inform strategic decisions.*
- *A demonstrated understanding of local government's role in facilitating the development of a regional economy.*
- *Competent interpersonal skills and ability to consult and liaise with all levels of Government.*
- *Demonstrated project management skills and proven ability to manage diverse projects with internal and external stakeholders within agreed timeframes and deliverables.*
- *Capacity to work successfully with a wide range of stakeholders including event organisers, business owners and people of different cultural backgrounds.*
- *Substantial skills in producing written documentation of a high standard.*

Licences and registrations

- A current Victorian Driver's Licence

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg				✓
Working with arms above head				✓
Manual handling – lifting above shoulder				✓
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work	✓			
Working in dusty / slippery / wet conditions				✓

Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles		✓		
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite			✓	✓
Handling difficult customers offsite			✓	✓
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓
Other _____				✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: (name and signature)	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.

