



POSITION DESCRIPTION

POSITION TITLE:	Economic Development & Programs Officer
AWARD CLASSIFICATION:	Victorian Authorities Award 2001 – Band 6
DIRECTORATE:	Corporate & Community
APPROVED BY:	Director Corporate & Community
DATE:	May 9 2018

POSITION OBJECTIVES:

- Support and coordinate the promotion and generation of sustainable business, investment, and economic development in the Strathbogie Shire.
- Assist in strengthening the local economy to support positive health and wellbeing outcomes across the Shire.
- Develop and deliver a range of effective, high quality business engagement and support programs that will grow local skills, encourage innovation, and support the development of strong networks throughout the Strathbogie Shire.
- Coordinate the execution of the objectives of the Economic Development Plan.

KEY RESPONSIBILITIES AND DUTIES:

- Create and maintain professional relationships with the local business community, developers and investors in line with the Economic Development Plan, adopted Council Plan and budget.
- Regularly liaise and communicate with business, state government and regional statutory agencies, partner councils, representative associations, and other relevant bodies to develop and grow the profile of Strathbogie Shire.
- Assist in the development and regular update of the economic profile of Strathbogie Shire.
- Analyse and deliver research data that supports the dynamics of the economic development growth of Strathbogie Shire.
- Represent Council on advisory committees, or other relevant functions/meetings conducted by council, sector or industry bodies.
- Collaborate on the facilitation of a suite of business events and activities to support business growth and the visitor economy across the Shire.
- Conduct research and analysis to ensure better alignment of current strategy and policy objectives.
- Assist with the preparation of annual budgets for economic development.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Tourism, Arts & Culture
Supervises:	Nil.
Internal Relationships:	Councillors, Chief Executive Officer, Directors, Managers and Council Staff
External Relationships:	Community, State and Federal Government Departments, professional associations, contractors and consultants

GUIDING PRINCIPLES:

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

Progressive & Responsive - We are leaders in local government innovation and are responsive to the community.

Fair & Consistent - We are fair and consistent in our thinking, actions and decisions.

Open & Honest - Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.

Selfless & Inclusive - We take a "Shire First" approach and value the participation and opinion of all.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.

- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position functions and duties in accordance with risk management provisions of the position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by clear objectives, and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- Accountable to the Manager Tourism, Arts & Culture for the quality, effectiveness, cost and timeliness of work plans, programs, projects, initiatives, including systems and technology being managed, in particular, as it applies to the effective co-ordination of economic development initiatives.
- The incumbent is required to report to the Manager Tourism, Arts & Culture or Director Corporate & Community any issues which he/she is unable to resolve in the workplace.

JUDGEMENT AND DECISION MAKING

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent.
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.
- The incumbent will be required to coordinate the identification, development and delivery of the Economic Development Master Plan.
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem solving skills.
- Use initiative based on experience and/or knowledge in determining suitable actions, and seek guidance from outside the organisation if and when required.

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the long term goals of the unit in which they work and an appreciation of the long term goals of the wider organisation.
- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- Demonstrated expertise in business development.
- Knowledge and experience in economic development.
- Maintain up-to-date knowledge regarding underlying principles of current economic development practice and industry trends.
- Knowledge and experience in use of related software applications.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees development.
- Flexibility to undertake a range of concurrent and diverse tasks.

INTER-PERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of public and other employees in the administration of well-defined activities and, where applicable, in the supervision of others.
- Exceptional writing skills, including an ability to write reports and to prepare external correspondence.
- Ability to relate professionally and enthusiastically to a diverse range of people, both externally and internally.
- Ability to use initiative and act professionally, with integrity, discretion and confidentially.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in economic development or similar and/or relevant industry experience.

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications in economic development or similar field and/or relevant industry experience.
- Demonstrated skills in developing and implementing economic initiatives.
- Excellent oral and written communication skills, including an ability to write reports and to prepare external correspondence.
- Ability to develop relationships with a diverse range of stakeholders.
- Current Victorian Driver's Licence.

Desirable

- Experience working in a local government environment.

INHERENT PHYSICAL REQUIREMENTS

Task	Frequency
Sitting at Workstation	Constant
Moving mouse and using keyboard at Computer	Constant
Walking to oversee program setups	Occasional
Handling equipment and signage	Occasional

TERMS AND CONDITIONS OF EMPLOYMENT

The Economic Development & Programs Officer position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2015. The salary range for this position is within Band 6 plus 9.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2015.

SIGNATURES

Employee

Name: _____

Signed: _____

Date: _____

Director Corporate & Community

Name: _____

Signed: _____

Date: _____