

Position Description

Job Title	Economic Development Officer
Division	General Manager's Office
Position Number	GM03
Status	Permanent Full-time
Reports To	General Manager
Grade	Grade 9
Date revised	03/09/2019

Position Summary

Coonamble Shire Council is committed to the professional development and delivery of planned quality local government services, which will foster a broader economic base for the Shire and enhance business prospects, growth and development. Action should result in improvement to infrastructure that encourages business expansion for existing participants and attracts new participants.

This role exists to provide advice and to facilitate the development of programs and activities that will stimulate economic development and Coonamble Shire as a location of choice.

Objective

To foster and facilitate development by assisting the growth and retention of business, within the Shire's development economic agenda. Aim to reduce barriers and attract diverse, sustainable and responsible new industry development and improve the profile of the Coonamble Shire to attract investment, industry, new residents and tourism.

Key Responsibilities	Performance Indicators
Researching and developing strategies to guide economic development activity and conducting specific investigations into feasibility of recommended strategies.	Concise targeted and pragmatic Economic Development Plan developed and submitted, through Management to Council. Plan and subsequent actions incorporated in Council's IP&R
Research and up-date information for enquiries, business networks, business register, information packs, business training and provide information to relevant business.	Development enquires handled professionally with a high degree of knowledge. Business networks maintained and representation on regional committees.
Assisting with the identification of economic development opportunities and providing advice on suitable economic development programs, internally and externally.	Develop a "Coonamble Value Package" that includes multiple practical and workable programs that support implementation of the Economic Development Plan, as approved.
Targeting potential and appropriate industry or community sectors with marketing programs to attract business / industries to the region.	Develop and implement suitable professional marketing programs and strategies for the Shire. Coordinate the promotion of Council's Industrial estate through to sale of all sites.
Maintain a database of all local community groups particularly related to economic and social development	Database is current and available on Council hosted website.
Maintain a socio/economic profile and database to assist with planning and operational needs	Socio/Economic profile / database statistics are current, relevant and available to businesses and community groups, including Council.
Developing and implementing minor/ medium project plans, for SMEs, in line with Council's economic agenda for initiatives in key sectors	Assist SMEs, within Council's support agenda to develop project plans to strengthen their operations, or source this assistance, from a professional supplier, at no cost to Council.
Identifying appropriate Council and SME projects which may be eligible for funding, advise potential internal and external benefactors and assist with applications.	Council and SME projects identified and liaise with relevant staff / individuals to complete funding applications.
Prepare and submit funding applications on behalf of Council, when required.	Grants and funding opportunities identified and quality funding applications submitted with a high rate of success. Relevant Council grants and funding are compliant, monitored and acquitted.
Manage associated projects from funding applications, or other projects relevant to the economic base of the Shire, as directed.	Sound planning and project management including financial, reporting and statutory / legislative aspects ensuring successful project completion.
Working collaboratively across Council to ensure an integrated approach to major economic development activities	Significant contribution and leadership on internal Council driven projects, with a high level of consultation.
Representing Council in a range of external economic development forums (i.e. State and Federal Government Regional Development Authorities) and establish and maintain business related networks.	Establish and maintain links with key industry sectors and actively pursue and support specific industry initiatives.

Key Responsibilities	Performance Indicators
Providing economic/accounting/business based feasibility studies and submissions.	Professionally prepared feasibility studies / reports submitted on time and on budget.
Identification of actions to implement the goals outlined in Council's Delivery Plan and Integrated Planning Process.	Actions and reporting on goals in Council's Delivery plan and IP&R process are met within position scope and oversee those delegated to other staff within the department.
Prepare information and compile reports for Council meetings as requested.	Reports and information provided are of a high standard.
Ensure that all critical processes and procedures are documented	Standard operating manuals are developed and maintained.
Contribute to operational budget annually and to monitor and operate within budget.	All operational activities are maintained with the annual budget.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard.
All procedures, process and behavior complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by General Manager.	Duties completed as instructed

Core Capabilities & Selection Criteria
<p>Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this position description</p> <p>Ability to think in a structured and methodical manner and have a pragmatic approach to matters.</p> <p>Ability to achieve results with a businesslike approach, with drive and integrity.</p> <p>Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills</p> <p>Focus on providing excellence in customer service (both internal and external), a "can do" attitude, and a "we care" approach to matters.</p> <p>Ability to communicate effectively, with a high proficiency in spoken and written English.</p> <p>A sound knowledge of the need to work safely, including WH&S and good environmental awareness</p> <p>Cultural awareness and sensitivity towards equity and diversity</p>

Technical Requirements	Personal Attributes
<p>Essential Requirements</p> <p>Demonstrated experience in a similar role (3-5 years)</p> <p>Relevant tertiary qualifications at Diploma level in a relevant area</p> <p>Demonstrated ability to use MS Word, Excel and Outlook and appropriate software applications</p> <p>Demonstrated research skills and ability to collate data</p> <p>Strong report writing skills and high level of literacy.</p> <p>Experience in writing grant / government submissions</p> <p>Sound time management and organisational skills and an ability to meet deadlines</p> <p>Ability to negotiate and communicate across a wide range of stakeholders.</p> <p>Demonstrated ability to facilitate groups to achieve measurable outcomes</p> <p>Knowledge of Local Government</p> <p>Class C Drivers Licence</p> <p>Desirable Requirements</p> <p>Demonstrated project management experience</p> <p>Completion of relevant training courses and certificates.</p> <p>Awareness of issues affecting rural and regional areas</p>	<p>Essential Requirements</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise.</p> <p>Ability to adapt to change</p> <p>Self-motivated with continuous improvement attitude.</p> <p>High level of integrity and ethical standards</p> <p>Able to work independently and in a team environment.</p> <p>Desirable Requirements</p>

Organisational Relationships and Delegations

All Council Departments

Local businesses and stakeholders

Professional Associations and other Local Government Organisations

Delegations: Nil

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:

Name:

Date: