



# Position Description

## Economic Development Officer

## Position title

Economic Development Officer

## Position number

ED10302

## Department

Economic Development

## Classification

*Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Certified Agreement 2023 as varied.*

Level 4 plus superannuation.

## Terms of employment

Full-Time Permanent

## Supporting documents

- Employee Code of Conduct
- Workplace Health & Safety Responsibilities
- Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## **Organisational relationships**

### **Reports to:**

Economic Development Manager

### **Supervision of:**

No supervision applicable

## Internal Liaisons

Management, Council Staff and Council Departments as required.

## External liaisons

Federal and State Government agencies (especially those in Business and Investment), business operators and business representatives, industry organisations, media, members of the community, residents and ratepayers, neighbouring Councils and consultants.

## Position objectives

The purpose and function of this position is to:

- Support the Economic Development team to develop and implement the *Winton Shire Council Economic Development Strategy and Action Plan*.
- Develop and deliver innovative economic development programs and/or projects to increase employment and investment in Winton Shire through utilisation of contemporary community and economic development theories and practices.
- Facilitate the creation, development, and expansion of successful and sustainable businesses in the Winton Shire and foster resilient economies.
- Increase awareness of Winton Shire as an attractive investment location.
- Increase opportunities for the private sector to provide input into and influence economic development within Winton Shire and regionally.
- Provide robust advice on matters relating to economic development, job creation and industry growth within the Winton Shire.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

While at work all Winton Shire Council employees must:

- Take reasonable care for his or her own health and safety; and

- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## Experience and skills

Experience and skills required for the position include:

- Relevant qualification or significant experience in economic development, commerce, business, or other relevant discipline.
- Experience in the delivery of economic development, investment attraction, small business assistance and/or industry development services, strategies, and initiatives.
- Proven experience in developing and maintaining effective working relationships between internal stakeholders, small business and industry, other levels of government and the community.
- Demonstrated experience in project coordination, achieving targets within defined timeframes and working autonomously. Ability to manage multiple tasks effectively with a high degree of flexibility and confidentiality within a changing workplace environment.
- Committed team player with the ability and desire to contribute positively to team development and achieving Council's business development objectives and outcomes.
- Demonstrated ability to proactively identify commercial opportunities and connect local businesses with those opportunities.
- An understanding of the drivers of commercial, retail, and industrial investment and the factors that influence a business location and investment decisions. Understanding of the trends in and application of relevant technology, procedures, processes and precedents in business development and growth.
- An understanding of funding sources for economic development and business opportunities, and experience in writing funding applications.
- Excellent communication skills, both written and verbal, with demonstrated ability to exercise initiative, judgement, confidentiality, tact, and discretion whilst dealing with a broad cross-section of people.
- Analytical and data insight skills for the assessment and preparation of business development strategies, plans and projects.
- Creative and innovative thinker with ability to conceptualise and bring to fruition significant development initiatives.
- Well-developed computer skills including formatting and preparation of documents using Microsoft Word, Excel, and Publisher.
- Demonstrated behaviour which supports a diverse, equitable and safe workplace.

- Personal attributes that engender commitment, passion, energy, drive, initiative, resilience, and respect.
- Hold and maintain a “C” Class Driver’s Licence with the ability to drive in rural and remote locations.

## Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- The Council Employee Code of Conduct applies to this position.
- Travel within the Shire may be required of this position (Council will supply a vehicle for business use only).
- Work duties outside normal business hours may be required from time-to-time.

## Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. The key responsibilities of the position are to:

- Plan, develop and implement strategies, programs and projects that promote sustainable economic development, employment creation, skills enhancement and increase the economic and social benefits of the region.
- Undertake research and monitor Queensland’s economic base to identify economic trends, assess the implication of those trends for Winton Shire and pursue investment attraction opportunities.
- Assist in the development of Councils networks and cooperative working arrangements with the local business community and other activities consistent with Councils economic development objectives and strategies.
- Engage with key industry sectors to develop Winton Shire as the location of choice for businesses operating within those sectors.
- Develop strategic partnerships with agents from all levels of government, local and regional development organisations, industry bodies and businesses to leverage economic outcomes for the Winton Shire.
- Support the development, planning and implementation of marketing programs that promote the diverse range of industry and investment opportunities within the Winton Shire.
- Liaise with Government departments and agencies to identify and obtain grants and funds that facilitate business, industry and infrastructure investment and development.
- Work with the Economic Development team to identify needs of local businesses and industries and provide support through establishing business training workshops and initiatives to grow the local economy.
- Ensure that monthly reporting is compiled and presented concerning all aspects associated with economic development related activities and detailing benefits of activities undertaken.

- Any other related and suitable duties relevant to the role and/or capabilities of the employee.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following skill sets:

### Selection Criteria 1

Relevant qualifications or significant experience in economics, business, or an appropriate field relevant to economic development.

### Selection Criteria 2

An understanding of the challenges and opportunities facing business and industry, and how local government can facilitate economic growth and development.

### Selection Criteria 3

Demonstrated experience in project coordination, achieving targets within defined timeframes and working autonomously. Ability to manage multiple tasks effectively with a high degree of flexibility and confidentiality within a changing workplace environment.

### Selection Criteria 4

Ability to work as part of a team and contribute positively towards development and maintenance of a team environment within Economic Development and the broader Council.

### Selection Criteria 5

An understanding of the drivers of commercial, retail, and industrial investment and the factors that influence a business location and investment decisions.

### Selection Criteria 6

Demonstrated well developed communication skills, both written and oral. This includes the ability to develop proposals, business cases and proposals designed to align with organisational goals.

### Selection Criteria 7

Well-developed computer skills including formatting and preparation of documents using Microsoft Word, Excel, and Publisher.

### Selection Criteria 8

Personal attributes such as creativity, drive, initiative, resilience, autonomy and the ability to pro-actively identify and develop opportunities and commitment from a wide variety of stakeholders.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.
- In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of Economic Development Officer with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**