



Position Description

Economic Development Officer

Applications Close:
8:00am Thursday 21st August 2025

Position Title Economic Development Officer
Position Number ED10344
Department Office of the CEO
Classification <i>. Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Certified Agreement 2023 as varied.</i> Level 6/7 dependent on skills and experience (95,723.16-\$108,443.40)
Terms of Employment Full Time

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:

Chief Executive Officer

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 representative organisations, media, members of the community, residents and ratepayers, neighbouring Councils, relevant Advisory Committees and Working Groups of Winton Shire Council and consultants.

Position objectives

The purpose and function of this position is to:

- Support the CEO to develop and implement the Winton Shire Council Economic Development Strategy and Implementation Plan and supporting initiatives including the Investment Prospectus.
- Develop and maintain networks, partnerships and relationships with external stakeholders, other departments within the Shire, Councillors, business organisations (WTBA) and the community.
- Develop and deliver innovative and viable programs and projects relevant to the growth and diversity of the economic base of the Shire, including to increase employment and strengthen the economic position of the Shire into the future.
- Facilitate the creation, development, and expansion of successful and sustainable businesses in the Winton Shire and foster resilient economies.
- Promote the Winton Shire as an attractive investment location for new industry development at regional, state, national and international level.
- To lead the development and implementation of strategies specific to the promotion of economic development across the Shire, including tourism.
- Review of business plans and business cases.

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.

Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

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, business and industry groups, other levels of government and the community.
- Demonstrated experience in project coordination, achieving targets within defined timeframes and working collaboratively with stakeholders to achieve outcomes.
- Ability to delegate and supervise consultants and/or other staff, volunteers and students.
- Proven administrative experience maintaining files, financial records and data bases with the 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.
- An understanding of funding sources for economic development and business opportunities, and experience in writing funding applications to leverage opportunities including "thinking outside the square".
- 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.
- Ensure compliance with and adherence to all legislative requirements and business practices at all times.

- Demonstration of a positive and proactive attitude.

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.

- 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 local, regional and national economic bases to identify economic trends, assess the implication of those trends for Winton Shire and pursue investment attraction opportunities.
- Lead the development of Council's networks and cooperative working arrangements with the local business community and other activities consistent with Council's 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.
- Lead the development, planning and implementation of marketing programs that promote the diverse range of industry and investment opportunities within the Winton Shire.
- Maintain an efficient, effective and transparent Council by capturing records in all appropriate circumstances; this includes but is not limited to, meeting the requirements of the Knowledge and Information Management Policy, registering all required records including emails and supporting adequate Records Management.
- Liaise with Government departments and agencies to identify and obtain grants and funds that facilitate tourism, business, industry and infrastructure investment and development.
- Collaborate with major event organisers and stakeholders to facilitate and support event attraction and delivery in the Winton Local Government Area to leverage opportunities that deliver sustainable economic and community outcomes.
- Work with the CEO, internal and external stakeholders 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 as directed by the manager.

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 and tourism.

Selection Criteria 2

Relevant experience in investment and event attraction and high level collaboration to achieve measurable and sustainable economic and community outcomes.

Selection Criteria 3

Demonstrated experience in achieving economic development outcomes that are founded through strong collaboration and engagement with stakeholders and community with 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 within a team environment within 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, grant applications and proposals designed to align with organisational goals supported by well-developed computer skills including formatting and preparation of documents using the Microsoft Suite.

Other relevant information

- This position has accommodation provided.
- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- 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

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.