

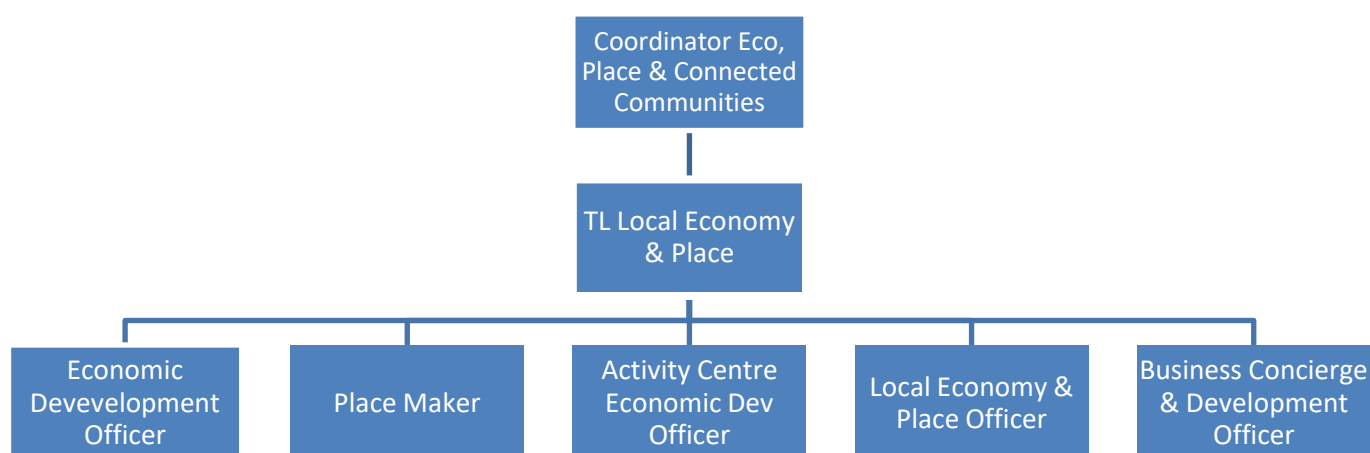
ECONOMIC DEVELOPMENT OFFICER

Position Number:	P098003
Banding/Remuneration:	Band 6
Division/Branch:	Community Services/Community Strengthening
Reports To:	Local Economy and Place Team Leader
Date Approved:	September 2026

Position Objectives:

The Economic Development Officer is responsible for leading and delivering strategic initiatives that strengthen the local economy in the City of Monash. Reporting to the Team Leader Local Economy and Place, the role develops and implements key projects that support the City of Monash Economic Development Strategy. The position works closely with local anchor stakeholders, networks and businesses to build local capacity, strengthen partnerships, and support inclusive business and economic outcomes. The role delivers measurable outcomes for the Monash community, with a focus on economic development including research, investment attraction, business support, visitor attraction, and stakeholder engagement.

Team Structure:



Key Responsibility Areas:

The responsibilities include but not limited to:

- Plan, lead and deliver economic development programs aligned with Council's Economic Development Strategy, supporting a resilient, inclusive and diverse local economy, underpinned by sound financial management and responsible stewardship of Council resources
- Work proactively with local businesses, government partners and internal stakeholders to identify needs, opportunities and emerging issues, using insights to inform program design, local area actions and continuous improvement
- Collaborate with internal procurement and program areas to increase local business participation in Council procurement, programs and events, with a focus on priority sectors, capability building and local economic impact
- Undertake economic and demographic analysis to monitor trends and influences affecting the local and regional economy, and provide timely, evidence-based advice, reports and responses to internal and external enquiries
- Maintain strong internal and external partnerships, including with State and Federal Government, education providers and local business networks to support economic growth
- Develop clear, inclusive and accessible communication, including the First for Business e-newsletter, the business section of Council's website and the development of high-quality resources, presentations and promotional materials aligned with Council brand guidelines
- Coordinate Council's contribution to local business networks, including but not limited to event and workshop management, sponsorship agreements and promotions.
- Seek, support and renew funding opportunities, partnerships and commercial sponsorships to maximise outcomes for economic development initiatives
- Monitor, evaluate and report on program and project outcomes, demonstrating measurable impact and supporting continuous improvement across economic development and place programs
- Represent Council on projects, forums and events as required and contribute to the direction and activities of the Community Strengthening and Local Economy and Place team
- Support the greater Local Economy and Place team on projects as required by the Team Leader
- Consistently demonstrate and uphold Council's shared values and behaviours in all aspects of the role

Accountability and Extent of Authority:

- Provide high-quality, evidence-based advice to management and relevant Council areas on emerging economic trends and their implications for local needs and policy development
- Maintain regular written and verbal reporting to the Coordinator Economy, Place and Connected Communities to ensure alignment with agreed goals, objectives, budgets and work plans
- Develop, maintain and leverage effective networks and partnerships with service providers and key stakeholders
- Represent Council in approved forums, partnerships and engagement activities, acting as planner, provider, partner or advocate to achieve measurable outcomes
- Provide advice to the Community Strengthening team, Community Services Directorate and relevant areas of Council in accordance with delegated authority and under the guidance of the Team Leader and Coordinator
- Operate with professional judgement within defined objectives, budgets, Council policies, procedures and legislative requirements, contributing specialist input to policy development, review and continuous improvement within the role's area of expertise

Judgement and Decision Making:

- Apply sound research, analytical and creative problem-solving skills to develop, implement and evaluate community and economic development initiatives, including in new or complex situations
- Exercise professional judgement and discretion in engagement with community organisations and stakeholders, seeking guidance from the Team Leader and Coordinator as required
- Make decisions and recommendations within delegated authority and in accordance with legislative requirements, Council policies and procedures
- Work with minimal supervision to identify issues, assess risks and opportunities, and recommend practical, evidence-based solutions within the scope of expertise
- Provide informed advice and professional leadership on community, social and economic development matters, including contributing to policy, strategy and service delivery improvements
- Identify and drive process and program improvements that respond to customer needs, emerging economic and social trends, and support efficient, cost-effective service delivery

Specialist Knowledge and Skills:

- Identify and drive process and program improvements that respond to customer needs, emerging economic trends, and support efficient, cost-effective service delivery
- Demonstrated experience planning, delivering and evaluating community and economic development initiatives within a local government environment, applying strong project management and evidence-based approaches
- Solid understanding of Council's role in local economic development, including how strategic and statutory planning frameworks support a resilient local economy and improved community wellbeing
- Strong capability in analysis, report writing, business case development and the preparation of clear communications, including high-quality presentations, written and digital materials tailored to diverse audiences
- Relationship building and stakeholder management skills, with a collaborative, partnership-focused approach across government, business and community sectors
- Proven ability to operate with a customer-focused mindset, producing high-quality outputs and maintaining professional standards
- Competence in the use of common business and data tools to analyse information and produce professional documentation
- Understanding of Council's strategic priorities, long-term objectives and policy context, and how these inform service delivery and decision-making

Management Skills:

- Self-motivated with a proven ability to deliver activities aligned with the Monash Economic Development Strategy and relevant Victorian and Australian economic and industry priorities
- Manage time effectively by setting priorities, planning and organising work to meet agreed deadlines and objectives within budget and resource constraints
- Demonstrated project management and delivery skills, including monitoring progress, analysing information and reporting on performance to inform decision-making and demonstrate outcomes
- Ability to liaise with, influence and build effective networks with a diverse range of organisations, individuals and internal Council departments
- Support other team members by sharing accountability, contributing to a positive team culture, and sharing information to build team knowledge and professional growth
- Conduct constructive conversations, take proactive action, and work through challenging issues in a timely and respectful way to support delivery of outcomes
- Understand and comply with corporate systems, processes and legislative requirements, including but not limited to Occupational Health and Safety, Corporate Communication and branding guidelines, and Community Consultation requirements
- Identify and implement process and program improvements to deliver better outcomes for the Monash community

Interpersonal Skills:

- Strong ability to engage respectfully and effectively with people at all organisational levels and from varied professional, cultural and community backgrounds, and to communicate complex information clearly and confidently to diverse audiences
- Facilitating discussions and programs that encourage participation, inclusion and solution-focused outcomes
- Proven capability to build trust and sustain effective relationships with government partners, businesses and community stakeholders
- Demonstrated capacity to represent Council in a positive, professional and credible manner
- Flexible and proactive approach to work, with the ability to navigate change, embrace new challenges and support continuous improvement

Qualifications and Experience:

- Tertiary qualification and or experience in a related field such as Economic Development, Community Development, Social Services/Planning, Communications/Graphic Design, Marketing and Events or relevant experience in a similar role, and/or lesser formal qualification with extensive demonstrated experience in a similar role
- Holds a current Victorian Driver's License or equivalent
- Holds a current, or ability to secure and maintain, clear Working with Children Check, and police checks

Key Selection Criteria:

- Experience in driving and delivering economic development projects and initiatives, applying sound professional judgement, research and knowledge of current trends to achieve outcomes
- Demonstrated understanding of local economic development principles, economic and demographic data, industry trends, and relevant government services, with evidence of delivering programs and projects that support and strengthen the local economy
- Proven ability to manage multiple projects concurrently, including planning, coordination, budget management, risk management, monitoring and reporting, while delivering cost-effective outcomes within available resources
- Ability to analyse economic, demographic and industry data, evaluate program performance, and prepare clear reports, recommendations and advice to support informed decision-making

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- Demonstrated experience in building and maintaining effective partnerships with a diverse range of stakeholders, and working effectively with people from a range of organisational levels and cultural backgrounds
 - Highly developed written, verbal and digital communication skills, with the ability to tailor information to different audiences, deliver presentations, facilitate engagement activities and represent Council professionally
 - Strong organisational skills with the ability to work independently and collaboratively as part of a high-performing team, effectively managing competing priorities and delivering high-quality outcomes in a dynamic environment
 - Commitment to Council's values and behaviours, including collaboration, customer focus, accountability, innovation and continuous improvement