



WOLLONGONG

Business Liaison Officer

The opportunity

Help shape the future of Wollongong.

Wollongong is undergoing a transformation, driven by major investment, job creation, the CBD's revitalisation and the emergence of new industries such as clean energy. As one of New South Wales' fastest growing regional economies, Wollongong is creating new opportunities for businesses, communities and future generations.

As a Business Liaison Officer, you'll play an important role in this exciting journey. Working within Council's Economic Development team, you'll help strengthen the connections between Council, local businesses, industry leaders, government agencies and key stakeholders to support business growth and economic prosperity across the city.

This is more than a stakeholder engagement role. It's an opportunity to contribute to initiatives that influence how Wollongong grows and evolves. From supporting local businesses through to managing and implementing strategic economic priorities, your work will contribute to a stronger, more vibrant and resilient local economy.

You'll join a passionate team delivering the [Economic Development Strategy 2025-2035](#), which builds on the city's strong economic momentum and sets an ambitious target of 20,500 new jobs by 2035. The strategy is focused on ensuring Wollongong remains open for business, attracts new investment and continues its transformation as a leading regional city.

If you have demonstrated experience in a similar role and you're energised by building relationships, supporting businesses and delivering projects you'll find real purpose and impact in this role.

This is a permanent full-time 35 hour per week position. Salary from : \$91,924 up to \$107,513 per annum plus superannuation. (Salary package will be assessed based on skills, experience and qualifications)

Interested?

Click on 'Apply' to complete your online application.

You will be prompted through the application to answer the selection criteria as outlined overleaf.

Contact Emma Kilkelly, Senior Economic Development Officer, on (02) 4227 8604 for questions related to the job

For questions related to submitting your application online, our recruitment process or you require adjustments in the recruitment process, please contact the Talent Acquisition Team on (02) 4227 7065.

Applications close 11:59pm, Monday 12 October 2026.

What you will be doing

You will be at the centre of Council's work with the business community, helping turn ideas into action and opportunities into outcomes.

You will:

- Build strong relationships with local businesses, industry groups, government agencies and community partners.
- Implement initiatives that support business, innovation and job creation across the city.
- Coordinate and deliver economic development projects that contribute to Wollongong's growth and transformation.
- Provide advice, information and support to businesses looking to establish, expand or invest in the region.
- Research emerging trends, identify opportunities and contribute to reports, submissions and business cases that help inform strategic decisions.
- Develop engaging communications and promote programs, projects and initiatives to a wide range of audiences.
- Contribute to the delivery of Council's strategic priorities, helping create a vibrant, connected and prosperous city for current and future generations.

About you

You're a proactive self starter who enjoys making things happen. You can spot opportunities, build momentum and bring people together to deliver positive outcomes. Whether you're coordinating a project, promoting an initiative or engaging with stakeholders, you're at your best when turning ideas into action.

You will bring:

- Relevant degree qualifications in business or a related field.
- Proven experience in economic development outcomes at a state or local government level.
- Strong project management and demonstrated ability to collaborate.
- The ability to promote programs, initiatives and opportunities to a wide range of audiences.
- Excellent communication, organisation and time management skills.
- A customer focused approach and the ability to work independently and collaboratively.

Most importantly, you'll share Council's values of Respect, Integrity, OneTeam, Sustainability and Courage and be excited by the opportunity to contribute to Wollongong's growth and ongoing transformation.

Experience in economic development, business development, or a related field will be highly regarded. We welcome candidates with a genuine passion for creating opportunities and delivering results.



2025 Winner
AHRI Awards:
Best Employee
Experience
Strategy



2025 Highly Commended
NSW Local Government
Excellence Awards:
Organisational Diversity
& Inclusion



Veterans
Employment
Program



Selection Criteria

Wollongong City Council uses a merit-based recruitment process.

To support the panel in assessing your suitability, please respond to the criterion in detail. Your responses should clearly demonstrate how you meet each requirement, using specific examples that highlight your relevant skills, experience, knowledge, and attributes.

Please ensure your answers are authentic and reflect your own experiences. Responses generated by AI or copied from generic sources are discouraged, as they do not provide the depth or relevance needed for effective assessment.

We also encourage you to reflect on how your approach and values align with Wollongong City Council's core values: Respect, Integrity, One Team, Sustainability, and Courage. The more detail you provide, the better equipped the panel will be to understand your capabilities and alignment with the role and our organisation.

1. Tell us about your previous experience and how this has prepared you to support a range of economic development outcomes, including business support.
2. Tell us about a time you built a strong stakeholder relationship. How did you communicate with those involved and collaborate to ensure a positive outcome?
3. Provide an example that demonstrates your organisational and planning skills, including how you managed multiple tasks, prioritised competing demands and achieved successful outcomes within required timeframes.
4. Provide an example of a project you have managed from planning through to delivery. What was your role, how did you collaborate with stakeholders and what outcomes were achieved?



Why you'll love working here

We're values based, and purpose-led

We care about our community and aim to create an extraordinary Wollongong. This is achieved by working toward the goals in the Our Wollongong Our Future Community Strategic Plan 2035. Our work is guided by our values of Courage, Integrity, Respect, Sustainable and One Team.

Make a difference in your community

You'll be part of a team that makes a positive impact through the services they provide, the infrastructure they build and the community they create.

Be your authentic self

Our strength is the diversity of our people. Council is an inclusive workplace where everyone is welcome, valued and belongs.

Grow capability and opportunity

We'll invest in you to develop the next generation of leaders who'll deliver services, projects and infrastructure that can only be found in large complex organisations.

Create local and industry connections

As part of a large and complex Council in a major city, you'll establish networks with a range of Local Government Industry peers, bodies, associations and organisations.

Career growth and recognition

Reward and recognition, corporate

True work-life balance

We know you work hard, and we make sure that effort is rewarded with real flexibility. Our hybrid work options, flex-time, and rostered days off mean you can maintain balance with family and enjoying our coastal lifestyle, while delivering great outcomes for community.

Great working conditions

Enjoy a 35-hour work week.

Generous leave provisions

Five weeks of annual leave per year (pro rata) and access to long service leave after just five years.

Health, safety, and wellbeing

We prioritise a safe workplace for everyone, every day, everywhere. Our wellbeing programs support mental, physical and social wellbeing of our people to be at their best and include an Employee Assistance Program, skin and hearing checks and discounted gym memberships.

A vibrant social culture

We have a thriving Social Club hosting a range of fun activities year-round from trivia to happy hour events, themed nights and more. There's a dedicated social space with table tennis, pool table and shared break out areas.



Next steps

How to apply

Click apply and submit your up-to-date resume and answer the selection criteria questions.

Your application will be assessed following the conclusion of the advertising period.

We will keep you informed during the recruitment process to:

- Advise you of your progress through each stage;
- Explain assessments that you need to complete;
- Notify you of the outcome of your application by email or phone, and
- Provide you with feedback on your request.

For assistance in submitting your application, please contact the Talent Acquisition Team on (02) 4227 7065.

More information

- We encourage applications from everyone regardless of gender, age, ethnicity, cultural background, faith, disability or gender identity. People with disability are encouraged to reach out so they can be supported to access adjustments in recruitment processes and in the workplace, to enable them to demonstrate their skills and capabilities to meet the requirements of the job.
- Wollongong Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people in the community.
- Suitable candidates may be placed on an eligibility list for future opportunities in the team, which may include full time, part time, temporary and or casual.
- Suitable candidates are subject to employment screening which includes reference checks, Identity and Medical History Checks, and may also include a Nationally Coordinated Criminal History Check and Working with Children Check. Employment is subject to clearance of all these checks.

