POSITION DESCRIPTION

Position Title:	Economic Development Officer
Position Number/s:	CCB-B140
Employment Type:	Full Time, Limited Tenure
Hours of Work:	72.50 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	*Queensland Local Government Industry (Stream A) Award – State 2017*
Classification:	Level 5
Location:	Council's Administration Centre, Charters Towers
Directorate:	Corporate and Community Building
Department:	Planning and Development

POSITION OBJECTIVE

Under general direction, the Economic Development Officer is required to facilitate, promote and support economic development in the region with a focus on business liaison and development, event and workshop curation, delivery and promotion of the Charters Towers region as a place for business and industry to invest and general economic development activities as required.

ORGANISATIONAL RELATIONSHIPS

Reports to: CCB-004 Manager Planning and Development

Directly Supervises: Nil

ORGANISATIONAL VALUES





DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

CHARTERS TOWERS
REGIONAL COUNCIL

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Represent and promote economic development and Council within the community, business sector, other local authorities and government agencies.
2. Engage with potential investors and industry representatives to create and secure opportunities for existing and new businesses in the Charters Towers region.
3. Project manage and support relevant economic development programs and projects identified and funded within Council's operational plans to ensure achievement of corporate objectives.
4. Conduct economic development research, analysis and interpretation and apply findings to the advancement of Council's economic development procedures and strategy delivery.
5. Research and prepare Council reports, briefs, memos and workshop presentations relating to economic development matters ensuring that such reports are delivered in a timely manner and to a high standard of quality.
6. Develop and maintain professional relationships with strategic partners, including public and private organisations, local and national industry bodies and business community.
7. Effectively engage with key stakeholders and actively promote and adhere to Council Values.
8. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
9. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills, and abilities |

Essential:

- Demonstrated knowledge of and experience in delivering economic development and event programs and activities, preferably at local or state government level.
- Demonstrated experience in developing, organising and facilitating community and business engagement and/or education activities.
- Demonstrated knowledge of and experience in developing and managing multiple programs, projects and funding agreements.
- Excellent attention to detail, organisational skills and ability to multi-task, prioritise and operate in fast-paced environment.
- Well-developed verbal and written communication skills including the ability to liaise and negotiate with a wide range of people at all levels.
- High degree of personal integrity and the ability to be tactful and ensure confidentiality is maintained and demonstrates behaviour aligned with Council's values.
- Ability to work in a team or autonomously and be self-motivated.

Desirable:

- Local Government experience.

| Education/Qualifications |

Essential:

- Tertiary qualifications within Economic Development, Business, Commerce or other related discipline and/or relevant experience.

| Licences |

Essential:

- Possession and maintenance of a Queensland ‘C’ Class Driver Licence.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Sit or stand at a workstation and use a computer, keyboard and telephone for extended periods to undertake research, prepare correspondence, reports, presentations and other administrative duties.
- Occasionally travel within the Charters Towers region and elsewhere as required to attend business meetings, stakeholder engagements, community events, workshops and other economic development activities.
- Drive a Council vehicle, often over long distances and on unsealed roads, to reach sites across the region.
- May be required to work in a variety of environments, including office settings, outdoor locations and community venues.
- May be required to undertake light manual handling associated with the preparation and delivery of events, workshops and promotional activities.
- Occasional work outside ordinary hours, including evenings and weekends, may be required to support events, workshops and operational or project requirements.

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete a satisfactory health declaration. A pre-employment medical assessment, including a drug and alcohol screen, may be required based on the inherent requirements of the position.

A national criminal history check may also be required, with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and to prevent occupational disease. Under Council’s P0199 Vaccinations and Health Monitoring Procedure, this position is listed on Council’s health monitoring register and is not included in the Workplace Immunisation Program.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager: _____ **Signature:**_____
(Name)

Date:_____

Executive Manager:_____ **Signature:**_____
(Name)

Date:_____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:_____ **Signature:**_____
(Name)

Date:_____

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