

Information Pack

Senior Economic Development Officer

Your application should be lodged online – [City of Rockingham Jobs](#)

Applications must be submitted by Monday, 19 October 2026

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$111,967 - \$119,224 per annum
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued monthly
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Senior Economic Development Officer
Tenure:	Permanent, Full time
Division:	Community Development
Level:	7 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Working with existing and potential businesses to attract investment, improve business outcomes and increase employment opportunities within the region
 - Implement the key actions within the City's Economic Development Strategy
 - Represent the City with key stakeholders in the commercial and industrial property sectors
 - Maintain a detailed knowledge of commercial/ industrial land for property development opportunities
 - Develop and implement positive promotion of the City as a business and economic investment hub
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Organisational Relationships

Reporting to:	Manager Economic Development and Tourism
Responsible for:	Economic Development Officer
Membership of:	Economic Development and Tourism Team

Liaison with: Internal - Managers, City of Rockingham teams
External - Investors, Property Developers, Local Businesses, Rockingham Kwinana Chamber of Commerce and Economic Development stakeholders, State Government Departments

Organisational Chart

Manager Economic Development and Tourism
Senior Tourism Development Officer
Major Events and Contracts Officer
Senior Advocacy Officer
Senior Economic Development Officer
Economic Development Officer

Key Responsibilities

- Contribute to the development and review of the Economic Development Strategy
- Coordinate the implementation of key recommendations of the Economic Development Strategy, with emphasis on specific actions as determined by the Manager Economic Development and Tourism
- Research and analyse local, state and national employment and economic development data (including key indicators and current economic conditions) to anticipate potential employment and economic trends, the impact of these on the Economic Development Strategy and make recommendations on counter options to maintain the key outcomes of that Strategy
- Develop databases of businesses located in key precincts of the Rockingham district
- Develop and maintain a detailed database of all undeveloped commercial and industrial sites in the City
- Maintain oversight of potential commercial and industrial property acquisitions for the purpose of future income generation, and make recommendations for consideration when relevant
- Target and assist prospective investors / developers in locating commercial / industrial land for investment
- Target major and minor investors and value adding enterprises and advocate for their expansion, development or establishment in the City
- Proactively facilitate business expansion and investment attraction opportunities
- Liaise with the Planning and Development Services division to ensure City planning policies and strategies are conducive to, and not unnecessarily restrictive to, commercial and industrial development
- Proactively engage with key stakeholders to represent and promote opportunities in the City to the commercial property sector
- Establish and maintain strong, collaborative relationships with key economic development stakeholders, including Rockingham Kwinana Chamber of Commerce, Defence, Development WA and other relevant organisations
- Engage with local businesses and industry to identify potential growth projects and training requirements
- Develop and deliver a consistent communication and engagement program with Rockingham's business community, including the coordination of media, design of events and ensuring successful delivery while representing the interests of multiple parties
- Support the delivery of key outcomes of the Economic Development Strategy through special projects, as required
- On occasion, provide advice and support to local businesses

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

General

- Foster, advocate and implement the City's RESPECT Values Statements
 - Perform other duties as directed when appropriate to the scope and level of this position
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Requirements of the Job

Skills, Knowledge and Experience

- Comprehensive understanding of economic development principles, including current issues and trends, preferably in the Rockingham region
- Demonstrated experience in the planning and implementation of initiatives aimed at enhancing city centre vibrancy, strengthening key industries, and fostering workforce development based on identified local needs.
- Well-developed understanding of modern marketing tactics and trends, and experience in developing and implementing marketing campaigns with specific reference to economic development and investment attraction
- Broad knowledge and understanding of businesses and industries in the Rockingham region
- Strong experience in economic development, marketing or commercial property development, including the production of marketing collateral
- Strong computer literacy in the Microsoft Office suite
- Excellent written, verbal and interpersonal skills, with the ability to engage with prospective investors and promote the City
- Highly developed organisational and time management skills

Qualifications

Desirable

- Diploma or Degree level qualification in Commerce, Economics, Urban Planning or relevant field, or experience deemed equivalent
 - Current 'C' class driver's licence
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Scope of Position

The Senior Economic Development Officer:

- Works under the limited direction of the Manager Economic Development and Tourism
- Sets and monitors outcomes to support achievement of the Economic Development Strategy

- Exercises a degree of autonomy, with decisions and action taken having a significant impact on the key deliverables of this position
 - Exercises significant initiative and applies analytical skills to develop appropriate solutions to problems where outside of established procedures and guidelines
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Certification

Approved by	Manager Economic Development and Tourism	Date reviewed	May 2025
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Required)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au or by calling 08 9528 0333.
