CASSOWARY COAST REGIONAL COUNCIL

Position Description

Position Title:	Economic Development Officer
Position Number:	40231
Team:	Economic Development
Division:	Development and Environmental Services
Reporting To:	Principal Economic Development
Direct Reports:	Nil
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	6

THE ROLE

The Economic Development Lead reporting to the Principal Economic Development and working closely with the Economic Development and internal teams focusing on Industry growth, workforce readiness, innovation and investment attraction. The role plays a vital role in supporting the region to become a vibrant, sustainable and competitive place to live, work, enjoy and do business.

This position leads sector specific initiatives and strategies, facilitates infrastructure and investment projects and builds strong industry and government partnerships.

KEY OUTCOMES

- Deliver and monitor Economic Development Strategies including the Economic Development Strategy, Destination Management Plan, Visitor Information Services Strategy and Events Strategy to drive visitor economy growth and investment attraction.
- Strengthen the Cassowary Coast's reputation as a place to invest, live, enjoy and do business
- Build and maintain strong partnerships with business community, developers, investors, government and stakeholders to unlock regional opportunities
- Deliver data-driven insights to guide investment, advocacy, and economic development initiatives aligned with the Cassowary Coast's priorities.
- Facilitate private and public investment in priority industries including tourism infrastructure, accommodation, agritourism and business precincts.

KEY ACCOUNTABILITIES

Strategic Industry Planning and Prioritisation

- Lead and contribute to the delivery of sector action plans and strategic industry frameworks.
- Identify emerging opportunities and respond to industry needs through research, planning, and cross-sector collaboration.

Infrastructure and Project Enablement

- Support the identification, prioritisation, and facilitation of enabling infrastructure that unlocks economic and employment growth.
- Liaise with developers, landowners, and government agencies to progress strategic projects and precinct development.

Investment Attraction and Business Growth

- Engage with investors and funding bodies to promote economic opportunities and attract private and public investment.
- Support local businesses to scale and diversify, working alongside the Business Growth and Innovation Lead.

Workforce, Skills, and Training Development

- Contribute to regional workforce planning including attraction, retention, and upskilling initiatives.
- Collaborate with training providers, industry, and schools to support future-ready workforce pipelines.

Innovation and Sustainability

- Support projects and partnerships that foster circular economy outcomes, industry innovation, and environmental stewardship.
- Monitor trends and lead initiatives that position the Cassowary Coast as a sustainable and competitive economy.

Business Support and Engagement

- Provide guidance and support to local businesses on navigating regulation, grants, development opportunities, and workforce issues.
- Build productive relationships with regional bodies, First Nations groups, education providers, and government partners.
- Represent Council in cross regional and industry specific forums to ensure local businesses are heard, connected, and empowered.

BEHAVIOURAL COMPETENCIES

- Practices and influences behaviours aligned with Council's Values (Respect, Integrity, Courage) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Focuses on performance and meeting team goals
- Acts proactively, exercises initiative, drives continuous improvement and implementation of change
- Responds flexibly to change
- Commits to personal and professional development

SELECTION CRITERIA

Essential:

- Tertiary qualifications in Economic Development, Tourism, Business, Regional Planning, or a related discipline.
- Demonstrated success in developing and delivering strategic projects that drive economic or visitor economy outcomes.
- Strong capability in managing partnerships across industry, government and community.
- Outstanding written and verbal communication skills, with experience in briefing Councillors, Executive Leadership and presenting to stakeholders.
- Current Queensland “C” class drivers licence

Desirable:

- Understanding of regional economic development challenges in Northern Australia.
- Experience in attracting investment or managing public-private partnerships.
- Familiarity with grant funding programs relevant to tourism and regional infrastructure.