



Position Description

Position Title:	Economic Development Officer
Position Code:	
Basis of Employment	Full-Time
Classification:	Grade 13
Reports to:	General Manager
Location:	Bland Shire Council, Shire Street West Wyalong
Date Position Approved:	24 September 2026

Primary Purpose of the Position

To provide strategic direction and deliver Council's economic development, workforce attraction, investor readiness and business growth functions which are aimed at enhancing the Bland Shire's profile as a destination to live, work, and invest in.

The position will work across Council, its business, industry, community and government partners to create optimal conditions for sustainable local economic growth, increased business confidence, stronger employment pathways and a vibrant town and villages.

Primary Responsibilities

- Development, implementation and review of a Bland Shire Economic Development Strategy.
- Develop and lead business retention, expansion and attraction initiatives that support business confidence, resilience, growth and investment.
- Identify and pursue economic development opportunities.
- Act as Council's central point of contact for businesses, investors and industry stakeholders seeking information, support or assistance through Council processes.
- Liaise across Council's departments to identify barriers, align priorities and leverage economic development outcomes through Council's various program areas.
- Develop strong links with key stakeholders including federal and state government agencies and industry to develop and implement appropriate strategies to deliver on the community's desired outcomes for growth and economic development.
- Develop and maintain strong working relationships and partnerships that enable effective engagement with local, state and federal agencies, economic development agencies, community leaders and groups, industry experts and investors.
- Undertake research and analysis to support strategic growth and economic development, , investment attraction and business development decision making.
- Prepare reports, briefing notes, presentations, grant submissions, business cases and communications to support enhanced decision making in the economic development context.
- Develop, review and manage Council's economic development grants, funding agreements, project reporting, acquittals and external funding relationships.
- Support the Visitor Economy and Growth Committee.
- Contribute to the effective implementation of Council's Operational Plan, Delivery Program and relevant workforce and strategic plans, taking a whole-of-organisation perspective.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of the employee's skills, competence and training.

Essential Criteria

- Tertiary qualifications and/or relevant experience in Economic Development, Business, Commerce, Regional development or a related discipline.
- Demonstrated experience in leading economic development initiatives in a regional or rural context, including business attraction and retention, industry development activities, and grant applications.
- Demonstrated advanced communication and interpersonal skills, including the ability to articulate expectations, negotiate outcomes, resolve disputes, and provide clear advice, direction and support.
- Highly developed interpersonal skills and proven ability to build, develop and maintain effective professional relationships with a wide range of internal and external stakeholders to achieve organisational objectives.
- Demonstrated success in engaging with government agencies, professional associations, private sector, industry and community stakeholders to attract new industry and investment, deliver projects, and initiatives and achieve positive economic outcomes.
- Demonstrated budget preparation and financial management skills.
- Class C Drivers Licence

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Constant sitting
Constant bilateral fine finger manipulations
(keystrokes)

Occasional stooping/bending/squatting.
Occasional lifting/carrying <10kg.