



POSITION DESCRIPTION

ECONOMIC DEVELOPMENT OFFICER

Position Number:	404	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	8	Employment Type:	Permanent Full Time
Department / Team:	Office of the CEO		
Reports to:	Chief Executive Officer	Supervises:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following core values:

Pride, Accountability, Respect, Open & Transparent, Opportunities for Employment, Safety and Commitment

Position Objectives

The Economic Development Advisor is responsible for facilitating the economic growth opportunities within the Paroo Shire, undertaking research to identify new opportunities and assisting local organisations to be ready to take advantage of the initiatives. The position facilitates and participates in projects of significant economic value to Council and the community.

Key Responsibilities

- Provide specialist advice to the Chief Executive Officer (CEO), the Executive Leadership Team (ELT) and Council on matters relating to economic development.
- Collaborate with the Executive Leadership Team (ELT) to identify and plan projects of significant economic value to Council and the community, including agreed project milestones and KPIs.
- Establish and maintain effective networks within Government Agencies and community groups to assist in the development and enhancement of economic programs and initiatives.
- Promote local businesses and connect them with potential customers within and outside the Paroo Shire.
- Proactively seek and identify opportunities to prepare submissions for source funding from various private and public sector agencies.
- Research relevant funding, education and promotion opportunities for Council, the Community and local businesses.
- Promote economic development and growth within the Paroo Shire by connecting organisations and individuals with identified opportunities.
- Assist local businesses and organisations to research relevant opportunities and to connect locally, regionally and nationally.
- Coordinate project work with stakeholders and maintain assigned projects providing regular reports on project activity to the CEO, ELT and Council.
- Prepare regular comprehensive reports for submission to Council on economic development activities and projects.

- Actively participate in local business and community meetings and forums, promoting and maintaining a positive image of Council as a forward thinking and community focussed organisation.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.

Qualifications, Skills and Experience

Essential

- Tertiary qualifications relevant to economic development and/or minimum 5 years' experience in similar position preferably in a local government environment.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated ability to be creative and innovative with the ability to conceptualise and bring to fruition significant community economic development initiatives.
- Demonstrated experience with, or a knowledge and understanding of rural enterprise communities and sound knowledge of rural community economic development issues and dynamics.
- Demonstrated knowledge of the tourism industry and its impact or potential impact on rural economics.
- Demonstrated ability to research and prepare comprehensive written reports and submissions.
- Demonstrated excellent time management and organisational skills with the ability to work individually or as part of a team, as appropriate, to achieve positive outcomes.
- Demonstrated knowledge of the historical and contemporary stories of the region, or the ability to quickly acquire.
- Ability to develop and promote community consultative mechanisms that enhance participation.
- Highly developed communication and interpersonal skills as evidenced by an ability to liaise with a diverse client group and to establish good working relationships with others, maintaining a high level of professional and business ethics.
- Demonstrated computer literacy including Microsoft Office suite, with sound knowledge of the use of websites and social media.

Desirable

- Demonstrated understanding of the economic challenges and needs of the wider Paroo Shire Community.
- Experience or knowledge of the role of Local Government, council structures and services and applicable legislation.
- Demonstrated experience in Project management and delivery.
- Relevant experience in tourism, marketing or related area.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Team Contribution

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

You will also:

- Work collaboratively with co-workers, actively contributing to the Shires vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed by the Team Leader Airport Services and/or line management within known skills, knowledge, and capabilities.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name:

Employee Signature:

Date:

I Authorise and Approve this Position Description Environmental Development Officer signed by:

Neil Polglase Interim Chief Executive Officer

Date