



## Job and Person Specification

<b>Position:</b>	Economic Development & Project Officer
<b>Department:</b>	Governance
<b>Reports to:</b>	General Manager
<b>No of Direct Reports:</b>	Nil
<b>Award / Level:</b>	Professional Level 2B
<b>Incumbent:</b>	Vacant
<b>Date:</b>	

### POSITION OBJECTIVE

The Economic Development & Project Officer plays a key role in driving the economic strategy for our local council. This role focuses on implementing plans and projects that aim to grow the economy, diversify our economic base, and improve the community's well-being.

As the primary contact for economic development, you will concentrate on fostering economic growth that aligns with sustainable and livable community objectives. This includes promoting business expansion, boosting job opportunities, and ensuring that development projects contribute positively to the community's quality of life and environmental health.

As the Economic Development & Project Officer, you will also oversee various projects from start to finish, or until they are ready to be put out to tender. These projects are geared towards strengthening our local economy and making our community a better place to live. Your job will involve leading these projects, coordinating related activities, and providing support to the Council's management team. You'll handle both administrative and technical tasks to keep everything running smoothly.

This position requires a commitment to our organisational values, which include teamwork, open and honest communication, integrity, respect, and a positive, proactive attitude.

In this role, you'll have a direct impact on our economic landscape and play a part in ensuring our community grows and thrives.

#### 1. Governance & Corporate Planning

- 1.1 Deliver agreed economic development and project related activities within Council's Annual Plan including providing updates/reports on progress.
- 1.2 Contribute to discussions and planning in other parts of Council relating to activities that could help or hinder business and industry development.
- 1.3 Assist in preparation of internal and stakeholder communications materials to progress the Break O'Day Council's economic development focus.

*Performance Measure:*

- a) *Meet all assigned Annual Plan activities.*

#### 2. Economic Growth & Strategy

- 2.1. Review and implement the Council's Economic Development Strategy and assist in implementation of Strategies which improve the liveability of the area.
- 2.2. Assist in the development of initiatives which enhance economic growth, job creation and investment in the Break O'Day area and northern Tasmania region.
- 2.3. Deliver agreed economic development initiatives and actions in the Economic Development Strategy and Annual Plan
- 2.4. Represent and promote the Break O'Day area on economic development within the community, business sector, and at regional and state levels.
- 2.5. Research, prepare and present reports and submissions including formulating recommendations.
- 2.6. Provide a central point of contact for economic development activity including provision of information and support.
- 2.7. Facilitate the delivery of events to the business community which supports their development and builds capacity.

*Performance Measure:*

- a) *Identified economic development initiatives are completed within the agreed timeframes and in accordance with requirements.*
- b) *Implementation and review of Economic Development Strategy*

### **3. Project Planning & Delivery**

- 3.1. Develop and maintain a sound knowledge of Council strategies which have a focus on projects which improve the liveability of the Break O'Day community.
- 3.2. Participate in the development of ideas and concepts to deliverable projects in collaboration with internal and external stakeholders.
- 3.3. Develop, implement and monitor project plans to ensure project outcomes are achieved on time, on budget and to the quality required within the project scope.
- 3.4. Liaise with Council's Infrastructure and Works Department in relation to:
  - 3.4.1. the scoping of infrastructure projects,
  - 3.4.2. preparation of designs and specifications as required to fit within available budgets and to meet the needs of stakeholders.
  - 3.4.3. procurement and delivery of infrastructure projects
- 3.5. Liaise with approval authorities to secure the approvals necessary for a project to proceed, including engagement and management of professional services to provide required reports.
- 3.6. Engage and manage consultants to develop required designs and deliver projects as required.
- 3.7. Assist with the preparation of grant submissions for projects as part of Council's grant writing team.
- 3.8. Supervise grants on projects being delivered including milestone reporting, acquittals and keeping funding agencies up to date.
- 3.9. Work with the Communications team to prepare a communication/engagement plan which reflects Council's Community Engagement Strategy requirements for projects being planned and delivered.

- 3.10. Actively engage with project stakeholders and the broader community to ensure that projects appropriately respond to community needs and that they are kept informed of specific issues and the broader project delivery schedule.
- 3.11. Work collaboratively with the Communications team to provide timely and regular information relative to specific projects.

*Performance Measure:*

- a) *Identified projects are completed within the agreed timeframes and in accordance with requirements.*
- b) *Procurement activities are undertaken in accordance with Council's policies and procedures.*
- c) *Grants are effectively managed with reporting and acquittal requirements being met.*
- d) *Community engagement and communications activities are effectively undertaken.*

#### 4. Organisational

- 4.1. Build and enhance relationships that support other team members and reflect the agreed organisational values.
- 4.2. Develop and foster high levels of respect and satisfaction from the community and stakeholders dealing with Council through a customer service focus.
- 4.3. Promote and contribute to Council's reputation as an effective, efficient, and responsive organisation with a focus on innovation and problem solving.
- 4.4. Take responsibility for your own and others safety by complying with all relevant safety policies and procedures.

*Performance Measures:*

- a) *Effectiveness of the relationships within the organisation*

Selection Criteria/Person Specification	
<b>QUALIFICATIONS/EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications or substantial job-related experience in business, economics, or a related field</li> <li>•</li> </ul>
<b>SELECTION CRITERIA</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Proven ability to research, think strategically and develop informed and considered positions.</li> <li>• Demonstrated understanding of economic development and the roles the Council can play in facilitating this activity in a local context.</li> <li>• Demonstrated ability and experience in the management of projects.</li> <li>• Well-developed interpersonal skills including the ability to consult, negotiate and liaise effectively with a diverse range of people.</li> <li>• Ability to assess priorities and manage multiple tasks effectively with a high degree of flexibility and confidentiality.</li> <li>• Demonstrated computer literacy, in particular high-level competency in MS Office</li> </ul>

	<p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in a similar position.</li> <li>• Sound understanding of funding sources for economic/business opportunities.</li> <li>• Understanding of grant writing techniques or written communication skills which could be developed.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• An approachable and helpful nature</li> <li>• An enthusiastic personality with an ability to show initiative.</li> <li>• Enjoys being part of a productive high performing team.</li> <li>• Excellent 'client/customer service' is appreciated and demonstrated.</li> </ul>

Other Specifications	
<b>DELEGATIONS &amp; AUTHORITY</b>	N/A
<b>JOB REQUIREMENTS</b>	Current Drivers License
<b>EEO</b>	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment
<b>OTHER</b>	Flexibility to attend meetings outside of normal business hours
<b>TRAINING</b>	Will be provided

**By accepting this position, the employee understands their responsibility:**

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within Council's systems that is not directly relevant to their work.

Employee \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
Signature:

Approval By \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
General Manager