

# POSITION DESCRIPTION



**We Value:** **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

## POSITION DETAILS

<b>POSITION TITLE</b>	<b>Manager of Economic Development</b>
<b>DEPARTMENT</b>	Governance
<b>POSITION STATUS</b>	Permanent Full-time
<b>AWARD</b>	Not Applicable
<b>CLASSIFICATION</b>	Individual Contract of Employment
<b>REPORTS TO</b>	Chief Executive Officer
<b>DELEGATIONS</b>	As per Council's Delegation of Authority Register

## QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust** and **Teamwork**.

## POSITION OBJECTIVE / OVERVIEW

To manage key economic development priorities including, business and industry development, agriculture, natural resources, events development, small towns development, grants attraction and management, regional advocacy and population growth with a strong emphasis on relationship development and management with key community, industry and government sector stakeholders.

To review, manage and implement Council's Economic Development Strategy and ensure effective leadership and guidance to the organisation in the key result areas of economic growth, investment leveraging and events.

## KEY ACCOUNTABILITIES / DUTIES

To oversee the operations of Council relating to Economic Development which focus on the following areas:

1. Actively identify, develop, and implement short and long term strategic initiatives that foster economic development including:
  - Grants (funding opportunities)
  - Events (compliance, promotion and attraction)
  - Advocacy
  - Investment and sustainable growth
  - Resident and visitor growth
  - New technology, innovation and emerging markets (adaption, growth, diversification) for the Shire
  - Communications and community/business engagement
  - Marketing Campaigns
2. Develop and implement regionally aligned economic development strategies and plans that promote the Shire and region as a destination and investment hub, including the development and delivery of projects that promote tourism growth, economic development, employment creation and skills enhancement within the Shire;
3. Maintain, develop and implement plans that promote the infrastructure and strategically supports the foundations for a vibrant and liveable community.

4. Lead the development, implementation and management of the Quilpie Shire Economic Development Strategy;
5. Provide assistance and connection that supports the business community to assist them in becoming more competitive and informed;
6. Undertake marketing analysis and products and service development;
7. Develop and manage economic development campaigns and provide post-implementation analysis;
8. Develop and manage engaging communications, media, publicity and advertising platforms including digital platforms and social media that enhances the economic profile of the shire;
9. Provide effective communication, organisation, budgeting and administration to the economic development function of Council;
10. Work collaboratively and communicate effectively with government agencies, tourism and economic development bodies and other stakeholders, to identify and implement agreed priorities and projects;
11. Represent Council on various local and regional economic development groups as required;
12. Facilitate the collaborative development and implementation of events that develop economic development growth;
13. Identify, prepare and acquit grants, funding and other contributions under the guidance of the CEO;
14. Support and actively participate with Councils Executive Leadership Team to and
15. Report to Council providing strategic advice, reports and analysis.

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE**

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##### **Essential**

- Minimum four (4) years' experience in a related role in government, regional organisations or business;
- Excellent written and verbal communication, facilitation and negotiation skills;
- Ability to prepare grant applications
- Ability to demonstrate a high level of stakeholder cooperation, influence and customer service for staff, community and volunteers;
- Experience in the review and implementation of strategic plans;
- Ability to work unsupervised, be well organised and meet demanding deadlines;
- Proficient keyboard and computer operation skills and knowledge of Microsoft Office Suite with the ability to acquire proficiency in Council business systems;
- Current Queensland 'C' Class Driver's Licence; and

##### **Desirable**

- Tertiary qualifications in Business Management, Commerce, Economics or similar discipline.

#### **WORK ENVIRONMENT and PHYSICAL DEMANDS**

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This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

## **WH&S DUTY STATEMENT**

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All employees have a duty under Section 28 of the Workplace Health and Safety Act 2011.

While at work, all Quilpie Shire Council workers must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow their person to comply with the Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers.

## **ORGANISATIONAL ACCOUNTABILITIES**

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In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

## **ACKNOWLEDGEMENT**

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I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

<b>Signature of Employee</b>	
<b>Print Name</b>	
<b>Date</b>	/ /