

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Administration Officer - Economic Development

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Sustainable Development	Level: 4
Reports to:	Manager Economic Development	
Supervision of:	Nil	
Significant Working Relationships:	Community, business, tourism operators, investors and agency stakeholders Directorate team members Key internal stakeholders Destination Harvey Region business unit Sustainable Development directorate	

2. Position summary

Operate as an effective liaison with key internal and external stakeholders in supporting the Economic Development team with administration support.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

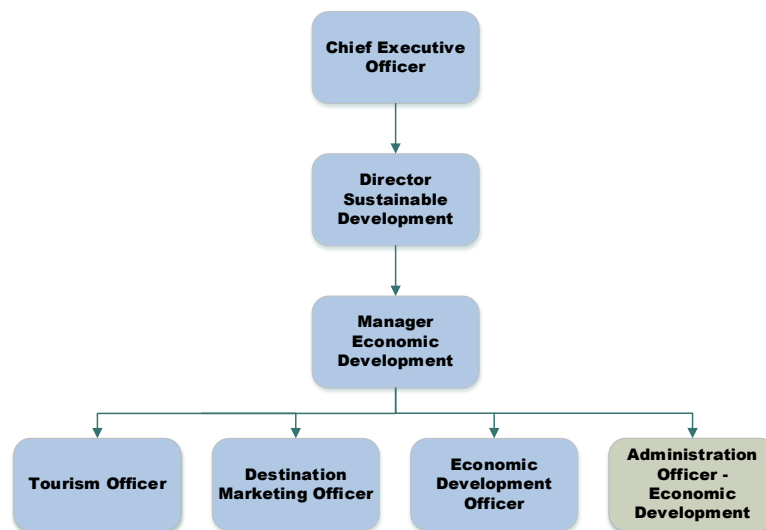
Key functions	Specific duties
Customer service	<ul style="list-style-type: none">• Provide quality first point of contact and follow up to customers.• Coordinate RV Free Camping Site bookings.• Monitor Harvey Region emails.• Liaise with statutory authorities and internal stakeholders.• Liaise with internal staff and businesses to coordinate meetings and on-site appointments.• Support the distribution of marketing material, locally and through distribution providers.
Meetings & Events	<ul style="list-style-type: none">• Organise meeting venues, catering, agendas, minutes and other requirements for key industry and stakeholder meetings, including the Harvey Region Tourism Advisory Group and Tourism Industry Sundowners.• Provide administration support for key events and activities such as visits from Friendship City delegations, industry workshops, consumer events, journalists, tourism and business trade, and other stakeholders.• Support the Destination Marketing Officer with the organisation of photo and video shoots.• Support the Manager Economic Development in organising team meetings and activities.
Administration	<ul style="list-style-type: none">• Maintain economic development and tourism databases.• Produce routine statistic reports and preliminary survey and outcome reports.• Provide administrative support including processing of daily mail, invoices and purchase orders.• Maintain budget spreadsheets.• Maintain the Harvey Region photographic library.

	<ul style="list-style-type: none"> • Provide support to the Destination Marketing Officer with Harvey Region website listings.
Governance, Strategy & Planning	<ul style="list-style-type: none"> • Support the Destination Harvey Region Team with the implementation of the Harvey Region Tourism Implementation Plan, the Economic Development Strategy and other governing documents.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current “C” Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire’s Work Health and Safety and risk management principles. • Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Operate under the general direction of the Manager Economic Development and the Director Sustainable Development within the Shire procedures, guidelines and practices and Council policies.

7. Your team



8. Position selection criteria

Essential

1. Demonstrated commitment to outstanding customer service, with demonstrate communication and interpersonal skills.
2. Demonstrated computer literacy including word processing, spreadsheets and data entry with the ability to learn new programs quickly and efficiently.
3. High level of organisational skills to consistently approach workload in a proactive manner to ensure timelines and standards are met.
4. Ability to work within a team.

Desirable

1. Previous experience in local government, business development or tourism.
2. Previous experience with website content updates and design programs.
3. Previous experience with meeting and event organisation.