



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.

Economic Development Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Sustainable Development	Level: 7
Reports to:	Manager Economic Development	
Supervision of:	Nil	
Significant Working Relationships:	Executive Leadership Team Tourism Development and Industry Support Officer Destination Marketing Officer Manager Marketing and Communications Manager Place Manager Planning Services Manager Special Projects External stakeholders	

2. Position summary

Actively support the development and delivery of business, investment, economic, tourism, and infrastructure development strategies and projects which underpin business growth, economic sustainability and employment throughout the Region.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

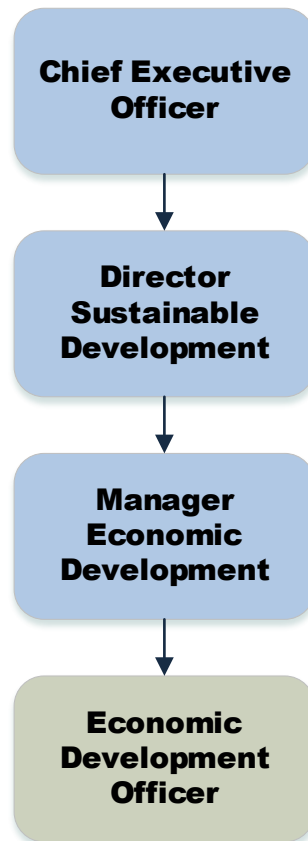
Key functions	Specific duties
Program development and planning	• Undertake research to identify key issues and economic development trends at a local, regional, state and national level. • Review and implement the Shire's Economic Development Strategy. • Develop a Harvey Region Investment Prospectus. • Provide input to the development and implementation of other organisational strategies and projects, that relate to economic development. • Assist in the development of initiatives for the Shire to enhance investment attraction to the Region. • Undertake quarterly and annual reviews of strategies and plans and report on outcomes.
Program implementation	• Deliver scheduled economic development initiatives and actions in the Economic Development Strategy and Corporate Plan. • Identify funding opportunities and obtain funds to implement identified strategies to enhance economic and infrastructure development. • Provide advice to external and internal stakeholders on economic, tourism and event matters. • Identify viable projects and initiatives relevant to the growth and diversity of the economic base of the Shire. • Prepare and present reports and submissions and formulate recommendations. • Monitor economic trends and statistics.
Promotion	• With the Destination Harvey Region business unit promote the Harvey Region as a place to invest, work, live and visit. • Provide a central point of contact for investors to access information, support and assistance in respect to prospective investments.

	• Develop and produce materials and digital communication to support investment attraction, sector development and industry promotion. • Represent and promote the Shire of Harvey on economic development within the community, business sector and government agencies at a regional, state, national and international level. • Attend relevant and effective networks, forums and events to promote the Shire of Harvey.
Partnerships	• Develop, maintain and support relationships with business, partner organisations and government agencies to attract funding opportunities. • Manage and develop Friendship City relationships with a focus on agriculture, tourism, culture and education. • Facilitate the creation, development and expansion of successful and sustainable businesses within the Region. • Demonstrate integrity, inspire trust, avoid conflicts of interest and promote high standards in all work undertaken.
Other	• Reasonable duties commensurate with classification level. • National Crime Check. • Current “C” Class Drivers Licence.
Organisational	• Work in accordance with the Shire’s Occupational 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

Position operates under the general direction of the Manager Economic Development and Director Sustainable Development within established guidelines, procedures and policies of Council.

7. Your team



8. Position selection criteria

Essential

1. Tertiary qualifications in economics, business or a related field.
2. Minimum of three years' experience in a similar position.
3. Excellent communication and interpersonal skills.
4. Coordination and facilitation skills including project and/or event management skills.
5. Sound knowledge of small business and commercial principles and experience in the development and expansion of business opportunities.
6. Strong research and analytical skills with ability to monitor and critically reflect on outcomes and report on these in an economic development context.
7. Demonstrated high standard of integrity, probity and discretion.
8. Proven experience in developing and maintaining effective working relationships with stakeholders, agencies, businesses, groups, investors, and partnership bodies.
9. Highly developed public relations skills and commitment to customer satisfaction.
10. Demonstrated experience in the preparation of grant applications and acquittals and tender preparation.

Desirable

1. Post graduate qualification in project management or urban and regional development.
2. Sound understanding of funding sources for economic and business opportunities.