



## Position Description

As At May 2017

<b>Position Title:</b>	Economic Development Coordinator
<b>Position Code:</b>	1415
<b>Department:</b>	Development Services
<b>Business Unit:</b>	Strategy Growth and Environment
<b>Work Group:</b>	Economic Development
<b>Position Classification:</b>	Band 7
<b>Effective Date:</b>	May 2017

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

### 1.0 Position Objectives

- 1.1 To lead the Economic Development team to achieve Council's goals and objectives.
- 1.2 To strengthen and diversify the Rural City of Wangaratta's economic base as determined within Council's strategic documents.
- 1.30 To develop and implement key initiatives and specific projects as determined within Council's strategic documents.

### 2.0 Key Responsibilities

#### 2.1 General

- 2.1.1 Progress relevant research and provide advice to Council including identification of economic development trends and data collection using tools such as REMPLAN.
- 2.1.2 Develop targeted marketing strategies and collateral to create the awareness of the Rural City of Wangaratta as a key investment and business development location.
- 2.1.3 Ensure the Rural City of Wangaratta is actively represented in the development and implementation of the State and Regional marketing initiatives.
- 2.1.4 Develop and maintain an active and responsive relationship with relevant business forums established to support economic growth within the Rural City of Wangaratta.
- 2.1.5 Facilitate investment attraction and business development in all business and industry sectors by proactively engaging with industry groups to facilitate their growth, development and diversification.
- 2.1.6 Coordinate the delivery of services to support and assist local business development through the provision of direct business advice, online information, access to council services, access to government grants and funding, business development programs and other related services.
- 2.1.7 To develop and implement key initiatives and specific projects as determined within the Council's strategic documents

#### 2.2 Administration

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- 2.2.1 Provide regular progress reports to the Manager Strategy, Growth and Environment on established objectives as determined within the annual work-plan.
- 2.2.2 Regularly liaise, communicate and negotiate with government departments, agencies and other relevant bodies to secure appropriate resources to enhance the profile of the Rural City of Wangaratta as a pre-eminent business and investment location.

### 3.0 Core Physical Requirements

- 3.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 3.2 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.
- 3.3 Capacity to work in an outdoor environment for varying periods of time.
- 3.4 Capacity to drive a motor vehicle.

### 4.0 Accountability and Extent of Authority

- 4.1 The freedom to act is limited by agreement with the Manager Strategy, Growth and Environment over directions and to the areas nominated by legislation, Council and its policies and planned objectives as determined by endorsed strategic documents.
- 4.2 Accountable for ensuring development and delivery of projects within agreed timelines.
- 4.3 Assist with the development of operational plans and the aligned budget for the Economic Development Unit.
- 4.4 Authority to liaise and advise industry/business stakeholders on business development initiatives and industry attraction opportunities.
- 4.5 Identify and secure relevant State/Federal Government funding in accordance with Council procedures.

### 5.0 Judgement and Decision Making

- 5.1 This role requires the ability to make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- 5.2 In some instances, practical and creative solutions to address a problem may need to be developed. This may require drawing on previous experience or researching new solutions/outcomes.
- 5.3 Guidance and advice would usually be available to resolve complex issues.

### 6.0 Knowledge and Skills

#### 6.1 Specialist Knowledge and Skills

- 6.1.1 A strong knowledge and interest of business principles and practice.
- 6.1.2 Sound knowledge of economic development concepts and key economic, social and infrastructure opportunities and challenges.
- 6.1.3 Highly developed analytical skills.
- 6.1.4 Proven skills in project implementation and management with the ability to deliver identified project outcomes within agreed timeframes.
- 6.1.5 High level literacy and numerical skills.
- 6.1.6 Knowledge of the Microsoft Office suite of programs with strong skills in word processing and spreadsheets.

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### 6.2 Management Skills

- 6.2.1 Ability to prioritise own workload and to manage competing work demands.
- 6.2.2 Demonstrated ability to provide leadership and support to unit members as required.

### 6.3 Interpersonal Skills

- 6.3.1 Developed assessment, analytical thinking, negotiation and report writing skills.
- 6.3.2 High level oral and written communication skills' to effectively communicate with a range of stakeholders, staff and community including the ability build and maintain effective relationships.
- 6.3.3 Ability to work independently or within a team environment.

## 7.0 Qualifications and Experience

- 7.1 A relevant tertiary qualification in business, marketing or a like area is desirable or previous experience in the small business/commercial environment.
- 7.2 Demonstrated understanding of successful business development and investment attraction initiatives.
- 7.3 Demonstrated experience in long term strategic planning for economic development / business development related areas.
- 7.4 A current drivers licence.

## 8.0 Key Selection Criteria

- 8.1 A relevant tertiary qualification in business, marketing or a like area or demonstrated practical experience in the business/commercial sector.
- 8.2 A demonstrated understanding of local government's role in facilitating the further development of a regional economy.
- 8.3 A demonstrated ability to successfully interact with staff, the public and Government departments and to establish and maintain professional networks.
- 8.4 Strong administrative and organisational skills.
- 8.5 Ability to work both independently and to provide support and guidance as part of a team as necessary.
- 8.6 Demonstrated computer skills and knowledge of the Microsoft Office suite of programs.

## 9. Authorisation

Authorised by: Director - Development Services

Date: \_\_\_\_\_

Employee's Signature

Date: \_\_\_\_\_