

Position Description

Project Officer (Economic Development)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: January 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 7 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Environment, Planning & Community
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Section:	Environment, Development and Strategic Planning
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Team:	Economic Development
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Work base:	Maclean
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Position responsible to:	Economic Development Coordinator
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Level of support and supervision:	Medium
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All staff within Council
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External contacts:	General public, Government agencies, regional organisations, community groups
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
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Our mission:	To plan and deliver services valued by the community
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Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community
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Our Values and Behaviours	
Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard and telephone

Prolonged periods of sitting

Manual handling associated with movement of furniture and IT equipment in room/event set up

Purpose of the position

Assist with implementation of effective economic and community development programs with the aim of supporting projects that enhance the economic well being of the community

Provide the Economic Development team with administrative and logistical support

Major duties and responsibilities

Collaborate with community groups and local businesses to provide networking and skills development opportunities in relation to specific economic development needs

Assist in the development, promotion and acceptance of Council's economic development strategy

To deliver projects contained in the Section's approved work plans

Organise and coordinate Corporate activities, community consultation, events and meetings, including undertaking physical set of equipment and facilities at venues

Undertake research on identified economic development needs, and develop recommendations on appropriate strategies for meeting these needs

Prepare general correspondence and reports to Council requirements

Assist with funding applications, monitoring and reporting

Provide counter and telephone advice on Economic Development related administrative issues to both internal and external clients/customers

Assist in the preparation, implementation and monitoring of the section's annual budget

Undertake research associated with the position and Section's projects as directed

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

TAFE qualifications in a relevant field; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in either community economic development processes or public relations

Essential selection criteria

Demonstrated experience in event management and coordination

Position related skills

Demonstrated ability to engage with the community and develop networks

Demonstrated project development and management skills and the ability to manage a number of projects at one time

Demonstrated written and verbal communication skills

General computer literacy in email and internet programs and Intermediate proficiency in Microsoft Word and Desktop Publishing

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Tertiary studies in marketing, business administration or another relevant field

Experience

Demonstrated experience in social media platforms

Demonstrated successful experience in working with the community to enhance business skills

Other features of this position may include

A requirement to attend meetings and work on special projects as needed, including work outside normal working hours

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee

Signed: Date

Senior Coordinator People, Culture and Safety