

## Position Description

<b>Position Title</b>	<b>Economic Development Officer</b>
Position Code	TCCD002
Department	Planning and Growth
Division	Property and Investment
Reports To	Manager Property and Investment
Direct Reports:	Nil
Position Classification	Professional Specialist Band 3, Level 1
Position Status	Full-time
Allowances	Nil

### SPECIAL CONDITIONS

Some out of hours work to attend meetings may be required on an ad hoc basis for business based events, announcements or investor briefings and engagements.

### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to assist in the promotion, attraction and retention of businesses in the Forbes shire as well as support the ongoing development and growth of the existing business community. This includes but is not limited to marketing and attraction strategies, commercial and industrial land and property co-ordination and advice, and exceptional customer service on behalf of Council's Economic Development and Investment division.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Marketing of land sales, economic development profiling, industrial and commercial as well as small business opportunity management.</i>	35%
<i>Promotion of Forbes to new businesses, including attraction, growth and development as well as support the development and growth of the existing business community.</i>	35%
<i>Researching, identifying and planning for potential opportunities for economic development, providing reports on economic drivers, current state and growth statistics. Research and reporting on local, regional and national initiatives as part of the economic development function.</i>	30%

## **POSITION RESPONSIBILITIES**

- Assist with the development and implementation of Council's Economic Development Plan;
- Assist the Manager Property and Investment with reporting and review of Council's Economic Development Plan and other Council policies relating to Property and Investment;
- Assist the Manager Property and Investment in the identification of issues and potential economic development opportunities;
- Assist the Manager Property and Investment with the sale of Council land;
- Support relevant 355 committees, including the Economic and Business Development Committee, the Forbes Business Chamber and other relevant organisations relevant to Economic Development;
- Represent Council at relevant economic development regional meetings as directed by the Manager Property and Investment;
- Utilise REMPLAN or other relevant database to assist with the development of demographic data and statistical analysis and reporting in regards to Council's Economic Development profile;
- Liaise with business and industry within the Forbes Shire Local Government Area;
- Assist and advise on marketing and promotional material and strategies to attract commercial, residential and small businesses to Forbes;
- Maintain strong working relationships with the existing Forbes business community in all industries to ensure growth and development into the future.

## **Organisation – Operations**





- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.

- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Manager Property and Investment	Direct Supervisor
Property and Investment Team	Team / Peers / colleagues
Planning and Growth Team	For assistance, direction and support where required
Council Staff	For assistance, direction and support where required
External	
Business Community	In relation to Economic Development
Community Members	In relation to Economic Development

## POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Works Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

## **PERSON SPECIFICATION**

### **Essential**

- Tertiary qualifications in a relevant discipline (i.e. Business, Economics or Commerce);
- Class C (Standard) Drivers Licence.

### **Experience**

- Demonstrated experience in public relations and promotion;
- Demonstrated understanding of Economic Development principles;
- Demonstrated experience in communicating with diverse stakeholders and industries;
- Demonstrated organisational and project management skills;
- Demonstrated understanding of WHS and Risk Management;
- Demonstrated knowledge of Real Estate / Sales principles (desirable).

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Mobile Tablet

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No