

Position Description

Position Title:	Innovation and Ecosystem Facilitator
Directorate:	Strategy & Engagement
Service Unit:	Corporate and Community Planning
Salary Point:	SP13
Position Reports To:	Smart City Coordinator
Staff Management:	Nil
Budget Responsibility:	\$300,000
Date PD Reviewed:	September 2019

Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 161,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Strategy & Engagement Directorate is to:

- Engage the community in the development and delivery of actions aligned with CN's Community Strategic Plan - *Newcastle 2030*.
- Coordinate Newcastle's approach to economic growth within the region including promotion of the city's major events.
- Ensure clear, transparent and responsive communications between CN, CN employees, and all external stakeholders, in particular the Newcastle Community.
- Provide effective IT Systems & Strategies to ensure the efficient flow of information between Council Business Units whilst also ensuring CN is leveraging the benefits of technology in its service provision.

The Service Elements that form the Strategy & Engagement Directorate are:

- Information Technology
- Major Events & Corporate Affairs
- Corporate & Community Planning

Workplace Health & Safety

WHS RAA Level	5
----------------------	---

For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Lead the implementation of complex smart city innovation projects across CN and the community.
- Identify, establish and effectively manage internal and external stakeholder relationships.
- Lead the development of strategic frameworks relating to innovation ecosystem engagement and business attraction and development.
- Develop and manage strategic partnerships with business, communities, government and international networks.
- Lead integrated approaches to coordinating multiple stakeholder groups towards agreed objectives.
- Liaise with entrepreneurs, start-ups, SMEs, and corporate sectors to facilitate collaborative and innovative ecosystem development programs and activities.
- Design and coordinate events, workshops and activities that enable effective internal and external stakeholder participation in the development of smart city programs and initiatives.
- Coordinate and ensure effective governance of strategic forums, networks and advisory groups related to furthering the smart city agenda.
- Liaise with critical CN Service Units to ensure effective promotion of CN and city smart city projects within broader communications and engagement strategies.
- Establish project indicators and regularly monitor and report on areas of success and identify and act on issues which may impact on successful implementation of projects.
- Prepare, integrate and provide appropriate advice and information on projects to ensure coordinated solutions.
- Research and prepare strategic advice supporting the preparation of policies and plans that will comprise CN's smart city planning framework and operational processes.
- Support the identification of grant funding opportunities and development of associated activities, applications, reporting and acquittals.
- Any other accountabilities and project outcomes.

Position Selection Criteria

Essential

- Tertiary qualifications and / or relevant equivalent experience in regional innovation ecosystem development or related disciplines.
- Demonstrated knowledge of business and industry practices related to research and development, innovation and entrepreneurship.
- High level understanding of key smart city concepts and associated models and approaches including start-up business support.
- Demonstrated understanding of emerging technologies and the role of Local Government within innovation processes.
- Proven ability to independently research, analyse and solve complex and dynamic problems.
- Demonstrated capacity to work effectively in collaborative interdisciplinary teams.
- High-level stakeholder management skills and ability to liaise and collaborate with communities, industry, and government and non-government agencies.
- Effective project management experience including preparing documentation and effective reporting.
- Demonstrated event planning and coordination experience.
- Attention to detail and ability to manage complex workloads involving multiple concurrent projects.
- Proven ability and skills in negotiation and conflict resolution.

Desirable

- Effective workshop facilitation skills.
- Experience in the collection, analysis and interpretation of data.
- Familiarity with communications, marketing or community engagement approaches.