

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Economic Development Officer (Special Projects)	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	7079	Classification Level:	7
Employment Location:	Bundaberg Service Centre	Position Status:	Full-time Permanent
Department:	Strategic Projects & Economic Development	Document Last Reviewed:	11/11/2019
Branch:	Executive Services	Job Dictionary:	N/A
Accountable To:	Manager Strategic Projects		
Aim of Position:	The focus of this position is to support the formulation and delivery of a range of strategic initiatives and projects delivered by the Strategic Projects and Economic Development unit of Bundaberg Regional Council.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Provide project support and leadership in the formulation and delivery of strategic initiatives related to economic development.
- Play a lead role in planning and delivering initiatives relevant to the CBD revitalisation, place making and cultural tourism.
- Support the design and delivery of various regional marketing and promotional initiatives aimed at selling the differential economic and lifestyle advantages of Bundaberg to identified investor markets.
- Build strong working relationships with local, national and global stakeholders involved in local economic development.
- Provide high level technical advice to Council and other stakeholders on emergent trends and opportunities for the region.

Incumbents Initials

- Actively monitor funding opportunities and prepare funding applications for initiatives relevant to the position.
- Prepare grant applications related to procuring resources to deliver initiatives relevant to the position.
- Identify and encourage opportunities for government, private and institutional involvement and investment in initiatives.
- Represent Council at various forums and discussions relevant to economic development.
- Provide input into the Bundaberg Region Economic Development Strategy and other relevant strategic documents.

Position Requirements - Qualifications and Experience:

Mandatory:

- Relevant formal qualifications and/or experience in a relevant field such as economics, environmental sustainability, innovation, commerce, business management, business administration, marketing, or project management.
- Proven experience in the formulation and implementation of economic development strategies, or delivery of smart city and sustainability strategies.
- Highly developed research, analytical and problem-solving skills with the ability to think strategically, particularly in relation to analysis of trends and opportunities.
- A good understanding of local community conditions and the role of local government in sustainability policy and technology.
- Strong interpersonal and communication skills to liaise with a wide variety of people including all levels of staff, public and government bodies and the business community.
- Skilled in the use of computer and industry standard software (knowledge and ability to use Microsoft Office, and other associated software as appropriate).
- An ability to build networks with other government and industry organisations.

Desired:

- An awareness of economic, environmental, and social issues facing the Bundaberg region.

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships (mandatory)	<p>Engage people to build positive relationships:</p> <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer Focus	Focuses on customers:

Incumbents Initials

(mandatory)	<ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders
Safety and Professionalism (mandatory)	<p>Models safe, professional and ethical behaviour:</p> <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	<p>Applies knowledge and skill:</p> <ol style="list-style-type: none"> 1. Able to demonstrate knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role
Cross-Organisational Thinking	<p>Understands how their work makes a difference to Council:</p> <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading People	<p>Supporting others:</p> <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	<p>Supports others' capability development:</p> <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	<p>Focuses on performance:</p> <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	<p>Manages internal and external relationships:</p> <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision Making	<p>Makes sound decisions:</p> <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	<p>Open to making improvements:</p> <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing Change	<p>Responds flexibly to changes:</p> <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Incumbents Initials

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ul style="list-style-type: none"> Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ul style="list-style-type: none"> Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ul style="list-style-type: none"> Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. Use Council's technology appropriately and with respect.
4. Disaster Management	<ul style="list-style-type: none"> Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ul style="list-style-type: none"> Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ul style="list-style-type: none"> Models compliance with Council's procurement Policy. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	<ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /

Incumbents Initials