

POSITION DESCRIPTION

Position Title:	Economic Development Administration Officer	Position Code:	EDAO
Division:	Culture and Economy	Grade:	D
Location:	Dubbo	Hours/Week:	35
Reports to:	Manager Economic Development and Marketing		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Economic Development Administration Officer is responsible for providing administrative support to Dubbo Regional Council's Economic Development and Marketing branch, contributing to the effective delivery of branch services through ownership of essential administrative processes, data collation and assistance with industry development projects.

While the focus will be on supporting the Manager Economic Development and Marketing, the position will also contribute to the administrative coordination of Council's grant seeking function and broader economic development initiatives.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Administrative and Support Services	<ul style="list-style-type: none"> • Provide the Manager Economic Development and Marketing and Branch team leaders with administrative support across Branch services and activities on a priority needs basis. • Maintain high level skills in the operation of computer applications such as word processing, spreadsheets, databases, records management (TRIM) and other computer applications relevant to the Branch and organisation. • Provide web and social media administration support. • Ensure appropriate communication to staff in the Branch to ensure awareness of relevant key economic development and broader issues. • Provide support to the team on request at the Visitor Information Centre in customer service or administration.
Purchasing and Procurement	<ul style="list-style-type: none"> • Process purchase orders, requisitions, accounts payable and receivable invoicing requests for the Branch. • Understand the requirements of Council's purchasing and procurement policies
Branch Projects, Reporting and Performance	<ul style="list-style-type: none"> • Provide input into corporate plans, reports, programs, policies as required and monitor Branch performance. • Support the Manager Economic Development and Marketing in creating data based reports through graphs, charts and spreadsheets.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Updating local business data and business content. • Support the development of market research projects. • Support effective delivery of key projects as required. • Assistance with event management for Branch events.
Economic Development Grants	<p>Support the Economic Development Team to delivery grant administration support</p> <ul style="list-style-type: none"> • Support the coordination of grant prioritisation across Council. • Promote grant funding opportunities through content development for Branch newsletters, and on Council website and social media platforms. • Assist with grant reporting requirements and updating the Branch grants register.

Inherent Requirements of the Position

- A large majority of this position's duties is office based, using computer/electronic systems, therefore an integral requirement of the position is the ability to complete sustained periods of work sitting at a desk utilising computer/electronic systems or other office based equipment.
- Operate in a self-motivated manner to time manage projects and demands of the position.
- Class C drivers licence.
- Ability to undertake air travel.
- Ability to work outside of core hours when required of the position.

Selection Criteria

Essential

1. Certificate III in Business, Administration, Communication or related discipline.
2. Ability to construct accurate written communication for letters, applications and grant related feedback.
3. Excellent administration and organisation skills with attention to detail.
4. Excellent communication, interpersonal and relationship management skills.
5. Demonstrated ability in the use of Microsoft Office software and in managing/maintaining various databases (including records management systems).

Desirable

6. Previous experience in supporting management roles in diverse and busy work environments through administrative efficiencies.

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be curious, courageous and committed • Sustainable
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	<ul style="list-style-type: none"> ○ Balanced approach to growth and opportunity ● One Team <ul style="list-style-type: none"> ○ Working Together ● Integrity <ul style="list-style-type: none"> ○ Accountable for our actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> ● Complying with Council’s WHS policies and procedures. ● Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others. ● Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours. ● Participating in any WHS consultation arrangements. ● Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace. ● Correctly using all personal protective equipment. ● Complying with emergency and evacuation procedures and site rules if applicable. ● The Chief Executive Manager, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy.
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> ● Council’s adopted Code of Conduct. ● Council’s Anti-Discrimination and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: