

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
<b>Economic Development Officer</b>	
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
<b>Band 7</b>	
<b>DEPARTMENT</b>	<b>DIVISION</b>
<b>Economic Growth</b>	<b>Development and Growth</b>
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	

## Organisational Context

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 250,000 people.

The City of Ballarat is the home of a diverse range of businesses, with the City's regional location providing opportunities for new businesses and business relocations. The Economic Development Unit facilitates and supports economic growth across the region. The Unit emphasizes collaborative business development by seeking opportunities to enhance the local economy through medium and long term strategic planning and shorter-term sector support.

The Economic Development Unit's vision is for Ballarat to be a confident community with a diverse and thriving economic ecosystem; a city embracing collaboration, creativity and innovation for sustainable growth.

The Economic Development Unit's mission is to make a significant and lasting contribution to the economic growth and prosperity of Ballarat, by collaborating with others to pursue high-impact opportunities whilst also supporting our business community to realise its full potential.

## Position Objectives

- To proactively implement Council's Economic plan, policies and programs which drive growth in jobs, investment and prosperity in Ballarat, and the wider region
- To be an advocate for business investment and economic growth
- To demonstrate effective guidance in the area of Economic Development to external and internal stakeholders including the establishment of strategic economic partnerships between government and the private sector
- To deliver a commercial focus to this key area of Council including robust business case development and support for investment proposals
- To understand competitive advantages and leverage these to build an investment attraction campaign that proactively targets identified industry sectors
- To harness and co-ordinate Council, Government, business and community resources in pursuit of economic development initiatives and outcomes consistent with the Economic Plan

## Key Responsibility Areas

- In conjunction with the Economic Growth team participate in the development and implementation of policies and programs for the economic development of the City of Ballarat and its economic catchment
- Support industry sectors to expand or consolidate through the provision of effective advice, support and where necessary resources
- Undertake research and identify programs to promote local business development needs, resources and opportunities for growth

# POSITION DESCRIPTION

- Undertake activities focused on the attraction, and facilitation of new commercial and business investment
- Review, analyse and develop reports on key statistical data relating to economic and business development
- Assist with policy development and provision of strategic advice including reports and briefings
- Respond to local business development needs, resources and opportunities for growth
- Regularly liaise, present to and communicate with government departments, agencies and other bodies, both public and private, relevant to the implementation of the Councils Economic Development Plan.
- Develop and nurture a network of contacts by maintaining regular interaction with business bodies, community groups, public and private sector organisations,
- At the discretion of the Team Leader Economic Growth, represent the City of Ballarat at forums, conferences and exhibitions where opportunities exist to effectively market Ballarat and the regional area as a prime location for enhanced economic development.
- Represent Council on various internal and external committees and working groups as directed
- Prepare submissions to Federal, State and Industry bodies seeking partnerships, subsidies and grants

<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
Team Leader Economic Growth	Nil
<b>ORGANISATIONAL RELATIONSHIPS</b>	
<b>Internal:</b> <ul style="list-style-type: none"> <li>• All Divisions</li> <li>• Councillors</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>• State and Federal Government Departments/Agencies</li> <li>• Business and industry representatives</li> <li>• Committees and working groups associated with Economic Development</li> <li>• Industry and employer bodies and organisations</li> <li>• Developers and investors</li> <li>• Media representatives</li> <li>• Community groups and organisations</li> <li>• Individuals seeking economic information</li> </ul>

## Accountability and Extent of Authority

- This position has the role of representing the interests of the City of Ballarat to the community, government and the business sector. This includes provision of professional advice to Council.
- The freedom to act is limited by standards and procedures relevant to the tasks to be undertaken within this position. While some aspects of the work must be undertaken within specific processes, as set down in legislation and generally fall within specific guidelines, wide scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.
- The Officer will be required to deliver projects and undertake tasks in accordance with budget allocations.
- Contribute to team tasks, responsibilities and activities that raise the standard of output, enhancing the reputation of the Economic Growth Unit and Council as a whole.
- The position is expected to work autonomously with guidance and direction provided by the Team Leader Economic Growth when required.
- Ability to operate in a broad organisational framework with minimum supervision.

# POSITION DESCRIPTION

- The position is responsible for developing, implementing and interpreting policies on a wide range of economic development issues through research, consultation and networking.

## Judgement and Decision Making

- The position will be required to develop innovative economic development plans, programs and products. This will necessitate an ability to provide and make detailed recommendations, as well as responding to suggestions and proposals from the Team Leader Economic Growth, and key sectors in the Ballarat Business Community
- Ability to make decisions on economic and industry development programs and strategies, based on sound evidence, research and experience for short, medium and long term implementation.
- Ability to extract and interpret data to support key decision making on individual projects as well as team initiatives.
- Identify, develop, research and manage programs that encourage mutual help and support within the business community and foster a business growth focus amongst the region's businesses.
- Co-ordinate any necessary research to identify and promote local development needs, resources and opportunities for growth, with an emphasis on expanding existing businesses and attracting targeted new investment.
- Make sound and timely judgments on when problems/actions/decisions need to be escalated or transferred to the Team Leader Economic Growth.

## Specialist Skills and Knowledge

- Experience in the preparation of Strategic, Tactical, Operational and Business Plans.
- Ability to develop and maintain strong relationships with a broad range of stakeholders externally and internally
- Ability to assess potential investment opportunities, and their alignment with strategic focus areas, and provide professional advice as to their viability.
- Strong analytical skills and the ability to develop strategies, implement action plans and programs.
- Understanding of Government and Industry strategic approaches to coordinating and integrating economic development nationally and regionally.
- Ability to be innovative and entrepreneurial

## Management Skills

- Demonstrated capacity to meet set timelines, prioritise plans and goals and keep the Team Leader Economic Growth regularly apprised of project progress.
- Ability to achieve objectives outlined in Council's strategic documents and business plans within budget and time parameters
- Demonstrated experience in developing, implementing and managing projects
- Demonstrated highly developed organising and planning skills in a fast paced and deadline driven environment.
- Awareness of and commitment to Occupational Health and Safety (OH&S) and Equal Employment Opportunity (EEO) principles.
- At times manage consultants engaged for specific project based work

## Interpersonal Skills

- Demonstrated strong communication skills including the capacity to act as advocate and ambassador for the City of Ballarat and the businesses of Ballarat.
- Highly developed skills for making positive contributions to management meetings, stakeholder committee meetings, working parties and other key forums.
- Ability to facilitate and support industry and business networks to achieve the objectives of the position.

# POSITION DESCRIPTION

- Excellent verbal and written communication skills including effective listening and clear interpretation.
- Ability to prepare detailed submissions and reports for external and internal clients.
- Ability to gain cooperation from a wide range of external and internal stakeholders, including developing and maintaining ongoing working relationships.

## Qualifications and Experience

- Relevant tertiary qualifications with several years of relevant experience in Regional Development, Economics, Business Management or another appropriate discipline, or lesser formal qualifications with extensive relevant experience.
- Experience within government or business enterprises with demonstrated experience in economic development desirable.
- Established networks in Government, business and industry Groups
- Proven ability to prepare quality submissions and reports

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Experience in developing and implementing successful strategic and business plans and programs.
- Proven record of evidence based project development and delivery
- Knowledge of economic development opportunities in regional cities.
- Strong Interpersonal skills and proven performance in developing and maintaining co-operative working relationships between Industry, Government and Community Groups.
- A proven record of being able to manage time, set priorities, meet deadlines and work independently within established guidelines.
- Experience in preparing detailed submissions and reports for external and internal clients.
- Demonstrated ability to champion, model and promote the corporate values.

## ACKNOWLEDGEMENT

*Please sign and date to acknowledge you have read and understood this position description.*

Name:

Signature:

Date:

*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*