

Position Description

Economic Development Coordinator

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

The Economic Development Coordinator, under general direction, oversees, coordinates and leads the Alpine Shire Council's (Council) Economic Development Team. The role performs a range of professional and technical duties involving research, design, implementation and monitoring of strategic plans, programs encouraging economic development, participates and coordinates in a variety of economic development activities relating to business attraction, expansion, retention and development. The role also coordinates assigned activities with other departments, outside agencies and the general public.

Council is a customer-focused organisation. You will undertake key responsibilities in a professional, efficient, and timely manner and contribute to Council's objective of being a high performing organisation.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 7
Award:	Alpine Shire Council Enterprise Agreement
Reports to:	Manager Growth and Future
Supervises:	Development Officer (Tourism)

KEY DUTIES AND RESPONSIBILITIES

- Plans, organises, and coordinates economic development and business attraction, expansion, and retention projects; develops and implements programs to stimulate commercial and industrial development in the Alpine Shire.
- Develops, implements, and coordinates targeted marketing strategies for business attraction, retention, and development programs; provides input into the design, development, and production of marketing tools for professional publication; works to develop and/or prepare advertising and written narrative for publication; and coordinates and monitors Alpine Shire websites and related social media for the function.
- Serves as liaison and facilitates communication amongst Council's internal departments, community/business groups, developers/investors, business owners/operators, and outside agencies regarding community-wide economic development initiatives.
- Coordinates and conducts public meetings and project presentations to interested businesses, groups and individuals; participates in public relations tasks and special campaign projects.

- Collects, compiles and analyses information for dissemination to internal and external stakeholders, including economic, statistical, financial, population, growth, demographic, labour and other information.
- Coordinates the research for policies, analyses, and recommends changes and improvements to existing, and the creation of new, policy and strategic documents.
- Prepares and evaluates contracts, and scope of work for economic feasibility; negotiates, prepares, and administers contracts and agreements. Manages consultants to ensure compliance with project requirements.
- Develops, implements and tracks economic development efforts to maximise the efficiency and effectiveness of the Council's economic development program.
- Monitors legislation related to economic development and makes recommendations concerning policy and procedural improvements.
- Researches and monitors grant programs other alternative funding sources for the Council.
- Manages grant-funded projects for any projects allocated to the Economic Development Team.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of economic development and issues related to area of assignment; incorporates new developments as appropriate.
- Participates in the development and implementation of goals, policies, and priorities for division; researches, implements, and administers policies, procedures, and changes related to business practices and processes for the division.

Accountability and extent of authority

- Accountable to Manager Growth and Future.
- Accountable to perform a full range of complex duties in support of administrative functions and areas; prepares and presents staff reports and other necessary correspondence.
- Accountable for training and supervising staff.
- Accountable for the accurate, effective, and efficient operation of systems relating to key responsibility areas.
- Accountable for delivery of services and designated projects within budget and in accordance with agreed and/or legislated timeframes.
- Responsible for the interpretation and communication of relevant policy and regulations.
- Freedom to act is subject to regulations, policies and regular supervision.
- Freedom to act is governed by clear objectives, delegation, budget, management oversight and regular reporting.

- Ensure a neat and tidy environment is presented to customers at all times.
- Promote Council as a customer-focused organisation.
- Maintain files and records in an up-to-date and accurate manner utilising electronic systems.
- Provide supervision and direction to Development Officer (Tourism).

Other duties

- Continually review and improve work methods associated with this role.
- Display a punctual, reliable and positive approach to work.
- Positive approach to furthering own professional development.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Council's Code of Conduct and corporate policies.
- Provide assistance and advice to employees in other departments as required.
- From time to time, the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

Budgeting

- Provide input into the development of the business unit budget.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.
- Provide input into quarterly budget reviews as requested by the manager.

Judgement and decision making

- Judgment and decision-making is required within the accountability and extent of authority of the position.
- Ability to solve complex problems in relation to key responsibilities by the effective application of innovative or established techniques and procedures in a demanding operating environment.
- Ability to interpret policy and regulations, advise and make recommendations to senior management and Council.
- Ability to set priorities to achieve the goals and objectives of the business unit.
- Ability to seek guidance from networks and external departments to solve problems if guidance and advice is not available from within Council.
- Ability to exercise tact and diplomacy.
- Able to drive continuous improvement within established frameworks.
- Refer major, complex, delicate or politically sensitive issues to the manager or director.

Management skills

- Good time management skills.
- Ability to work under pressure.
- Capacity to plan, organise and manage daily, weekly and longer-term workloads to meet changing priorities and objectives and achieve targets.
- Demonstrated skills in managing diverse workloads.
- Ability to prioritise conflicting tasks.
- Ability to provide timely advice and recommendations to manager, director and Council.
- Knowledge of and ability to implement equal employment opportunity, health, safety and risk policies and procedures relating to areas of supervision.
- Ability to exercise initiative in the performance of duties and work with minimal supervision.
- Ability to review and analyse Council services and make recommendations.
- Ability to engender public confidence with a strong customer focus.
- Proficient record keeping skills.

Interpersonal skills

- Ability to work individually and as part of a team.
- Excellent written and verbal communication skills, ability to write reports and prepare external correspondence.
- Ability to facilitate meetings and to discuss and resolve conflicts and problems.
- Ability to build relationships to achieve good outcomes for Council employees, customers, ratepayers and contractors.
- Ability to lead, work dynamically and positively contribute to a team.
- Ability to liaise with counterparts in other organisations to discuss specialist matters.
- Ability to maintain confidentiality of information and advice.
- Display and promote a positive image of Council through appearance, attitude, and performance of tasks.
- Ability to maintain confidentiality of information and advice.
- A strong customer service focus.

EXPERTISE

Qualifications

- Tertiary qualifications in public administration, business administration, economic development, marketing or a related field.
- Current Victorian Working with Children Check.
- Current Victorian driver licence.

- Qualifications or experience relevant to this role.

Specialist knowledge and skills

- Understanding of the role and its organisational context including relevant policies and procedures.
- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Sound written and verbal communication skills.
- Sound computer skills, in particular Microsoft 365 or Office.
- Familiarity with budgeting techniques relevant to key responsibility areas.
- Highly developed multi-tasking and problem-solving skills and the ability to work independently, prioritise tasks and meet deadlines.
- Ability to work individually and as part of a team.
- Excellent written and verbal communication skills, ability to write reports and prepare external correspondence.
- Ability to facilitate meetings and to discuss and resolve conflicts and problems.
- Ability to build relationships to achieve good outcomes for Council employees, customers, ratepayers and contractors.
- Ability to lead, work dynamically and positively contribute to a team.
- Ability to liaise with counterparts in other organisations to discuss specialist matters.
- Ability to maintain confidentiality of information and advice.
- A strong customer service focus.

Experience

- Evidence of experience in public administration, economic development or a related field.
- Utilise all appropriate Personal Protective Equipment, where required.
- Relevant qualifications or experience in a similar role.
- An understanding and genuine interest in economic development.
- Demonstrated experience in providing leadership to staff.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than your health and safety, and that of those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.

- Ensure you observe, understand and comply with all occupational health and safety legislation, regulations, codes of practice, policies, procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.
- Council employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- The work environment may include uneven surfaces and stairs.