

<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> <div style="font-size: 24px; font-weight: bold; text-align: center;">Role Title</div> </div> <div data-bbox="343 481 518 638" style="background-color: #4F81BD; color: white; border-radius: 50%; width: 110px; height: 70px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> <div style="font-size: 24px; font-weight: bold; text-align: center;">Group</div> </div> <div data-bbox="204 1758 399 1899" style="text-align: center;">  <p>Clarence... a brighter place</p> </div>	<div data-bbox="367 257 486 392" style="font-size: 24px; font-weight: bold; text-align: center;">Role Title</div>	<div data-bbox="766 280 1380 324" style="font-size: 24px; font-weight: bold;">Economic Development Officer</div> <div data-bbox="766 336 1021 369">Role Description</div>	
		Strategic Development, Communications, and Engagement Group	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Head of Group	Georgi Wicks	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

Position Number:		Development Date:	April 2024
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Strategic Development Communication and Engagement Group Objectives

The Strategic Development, communication and Engagement Group has primary responsibility for managing and leading council's strategic development, customer contact, marketing, economic development, communication and engagement services. Essential Duties and Responsibilities

Support development, implementation and management of economic development activities, projects, policies, and programs within the city by:

- Providing a central point of contact for economic development activity including provision of information and support, both internally within council and externally with local business owners and key stakeholder groups.
- Providing support and assistance to clients seeking to develop or expand their business in Clarence and identify opportunities for council to further support the business sector.
- Researching and data analysis of economic, business, industry and labour market trends.
- Delivering agreed economic development and project related activities within council's Annual Plan and City Development Strategy including providing updates/reports on progress.
- Contributing to discussions and planning in other parts of council relating to activities that could help or hinder business and industry development.
- Processing Sponsorship requests as received to support and grow events in Clarence.
- Developing and produce materials and digital communication to support investment attraction, sector development and industry promotion.
- Attending relevant and effective networks, forums and events to promote the Clarence municipality.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All employees must:

- Comply with all reasonable and lawful directions.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- Comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:

- Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies.
 - Work Health and Safety Policy and Procedures.
- Perform all duties to the best of their ability at all times.

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as valued members of our community.

We have zero tolerance to child or youth abuse and harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Economic Development Officer is a member of the Strategic Development, Communications and Engagement Group and is responsible to the Lead Economic Development.

Salary Range

This position is covered by the Clarence City Council Enterprise Agreement #11/2021, or any subsequent agreement.

The position has been sized at Pay Point 22.

Selection Criteria

Essential

- A tertiary qualification in a field relevant to economic development or demonstrated experience in a similar role.
- Demonstrated understanding of economic development and the roles the Council can play in facilitating this activity in a local context.
- Proven ability to research, think strategically and develop informed and considered positions.

- Demonstrated ability to prepare and understand complex documentation and analytical reports and to be able to interpret and write in plain English, summary interpretations.
- Ability to gather, collate, and analyse a variety of data along with well-developed digital literacy skills and the ability to adeptly use technology to facilitate service provision and collaborate with internal and external stakeholders as required.
- Ability to build and maintain effective working relationships across all levels of the organisation, with key stakeholders, businesses, people of different cultural backgrounds, consultants, sponsors and with members of the community.
- Well-developed communication skills, both oral and written, including report writing, and strong customer liaison skills and experience.
- Ability to plan, organise, set priorities, and manage time so that organisational resources are optimised.
- The ability to work in a team environment and self-manage work to achieve group outcomes.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods.
 - Lifting and carrying office equipment (about 15kgs).
 - Operating computers.