

POSITION TITLE	Coordinator Economic Development (3 year fixed term)
GROUP / DEPARTMENT	CEO Office / Community & Economy
REPORTING TO	Manager Community & Economy
DIRECT REPORTS	NIL
EMPLOYMENT BASIS	Permanent Full time Local Government State Award
GRADE	Band 3 Level 2
GRADE	Grade 12
APPROVED BY	CEO Date:
EMPLOYEE	Name: Signature: Date:

POSITION PURPOSE

The role of the Coordinator Economic Development is to drive sustainable economic growth across the Edward River region. This role oversees the development and delivery of strategic initiatives, programs and partnerships that support local business growth, industry development, investment attraction and job creation in line with Council's economic development priorities.

LINKS (INTERNAL)

- Community & Economy Team
- Finance Team
- Project Management Office
- Leadership Team
- Other officers requiring support from Economic Development

LINKS (EXTERNAL)

- Government departments
- Professional associations
- Local Government NSW
- Business and industry community, networks, and groups

ACCOUNTABILITIES

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

Operational Accountability

- ☐ Development and Implementation of Grants Strategy
- ☐ Manage External Funding Program
- ☐ Grant Application Coordination
- ☐ Develop and Implement Grants Framework
- ☐ Coordination of Sponsorship Program
- ☐ Economic Development Service Delivery
- ☐ Business Liaison and Industry Capability Management
- ☐ Initiative and Opportunity Identification

- O Government Relationships
- O Economic Development Data Collection and Reporting
- O Growth Strategy Service Delivery
- O Agribusiness Master Plan Service Delivery

KEY DUTIES AND RESPONSIBILITIES

- Coordinate and report on the Economic Development team contribution to the annual Operational Plan, other relevant strategies, and plans, supporting achievement of service and project delivery targets and timely reporting of service performance.
- Monitor the Economic Development team budgets, supporting cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Provide economic development advice and services to support the achievement of Council's objectives, building the capacity and sustainability of the Edward River community.
- Foster a culture of continuous improvement and customer service excellence that supports economic growth and development priorities.
- Lead, develop and coordinate the Economic Development team in a way that is consistent with Council's values, policies, and systems.
- Identify, implement, and monitor safe work practices for the Economic Development team and service risk in line with Council's WHS (Work Health and Safety) policies and procedures.
- Support new and existing businesses to maximise their investments and grow employment opportunities in the Edward River region through the delivery of business attraction, retention and ongoing support programs, projects, and initiatives.
- Work in collaboration with the Executive to develop and support the implementation of Council's advocacy program.
- Oversee the development, implementation and evaluation of a comprehensive grant strategy and grant management framework to support Council's long- and short-term objectives, and to maximise grant revenue across the organisation.
- Develop and maintain collaborative partnerships and alliances with federal, state, local and regional agencies, and business groups to optimise economic development and grant funding outcomes.
- Provide strategic advice on how Council projects and initiatives can be positioned and developed to secure alignment with grant program objectives/guidelines and to maximise attractiveness to grant funding departments/agencies.
- Capture, maintain and report on relevant economic development and grant management statistics and maintain an economic profile for the Edward River Local Government Area
- Assist Business and Industry in their approach to other levels of Government for assistance where relevant.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures, and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Certificate IV in Business, Economics, Government Relations, Project Management or similar, or equivalent experience in a comparable role.

- Contemporary experience implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Demonstrated understanding of Government grant/subsidy programs and the importance to Local Government
- Demonstrated ability to coordinate and develop staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- Strong written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations, and procedures.
- Current Drivers Licence.
- Working with Children and National Police Check or willingness to obtain.

Desirable

- Experience in Local Government.
- Experience in preparation of grant/subsidy applications.
- Knowledge of the Edward River region industry and business environment and community trends.
- Knowledge of Technology One software.
- Demonstrated Project Management skills.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest, and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors, or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures, and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.