

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Economic Development Officer	Level	7
Business Unit	Economic Development and Advocacy	Position Number	00052,01285
Directorate	Office of the CEO	Date Established	November 2014
Reporting to	Manager Economic Development and Advocacy	Date Updated	September 2024

2. KEY OBJECTIVES

- Develop and implement projects and programs that contribute towards the achievement of the City's strategic economic development objectives.
- Develop and maintain strategic relationships and communicate with businesses and key stakeholders to initiate and advance activity and projects to grow the local economy.
- Provide high level economic development support and advice to internal and external stakeholders.
- Undertake contract management for consultancy work relevant to economic development initiatives.

3. KEY ACCOUNTABILITIES

- Undertake economic development programs and projects in accordance with the Economic Development Strategy, Destination Joondalup and other relevant City strategies and plans.
- Ensure programs, activities and services are undertaken to a high standard in accordance with the City's strategies, plans, protocols, procedures and adopted practices, budgets and relevant legislation.
- Ensure financial management activities are undertaken in accordance with City procedures and processes.
- Ensure all project work is undertaken in accordance with the requirements of the City's Project Management Framework.
- Provide accurate and timely advice, information and recommendations/decisions in accordance with the City's protocols, procedures and relevant legislation.
- Community consultation is compliant with the City's Community Consultation and Engagement Policy, procedures and time frames.
- Ensure all contracted work and financial activities are undertaken in accordance with the relevant contract and City's purchasing protocols and practices.

- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Economic Development Programs and Projects

- Develop and implement economic development projects, programs and initiatives aligned to the City's strategic objectives from within the economic development portfolio.
- Ensure that economic development initiatives or strategies are developed and undertaken in consideration of any relevant state and federal government strategies and policies.
- Undertake any relevant community consultation in conjunction with Strategic and Organisational Development.
- Work in collaboration with other business units and external stakeholders, including state and federal departments to plan and implement joint projects relating to economic development.
- Develop project plans for each project including scoping, establishment of deliverables and objectives, budget, project schedule, communication plan and risk management.
- Arrange for quotes and cost estimates relevant to the project and prepare relevant project reporting documentation.
- Deliver projects in accordance with agreed scope, timeframes and budgets.
- Undertake project monitoring and prepare relevant project reporting documentation.
- Assist with the preparation of the annual budget in accordance with corporate financial requirements and timelines.

Outcome: Stakeholder Liaison and Engagement

- Ensure ongoing engagement with key economic development bodies, stakeholders and communities of interest that have a direct impact on the economic capacity of the region including but not limited to business and industry organisations, state and federal government agencies.
- Encourage and develop alliances and partnerships with key stakeholders to achieve business attraction and economic development for the City.
- Attend and represent the City at relevant partnership and business events.
- Identify and initiate new activities with key stakeholders to support small business growth and increase small business capacity such as business events, training workshops and online projects.

Outcome: Economic Development Research and Advice

- Undertake economic development research projects and provide timely and accurate research outputs and data analysis using contemporary research methodologies.
- Prepare reports on matters relating to economic development, including appropriate recommendations.
- Liaise with various officers in other levels of government and non-governmental organisations to exchange information or gather research data.
- Research and draft responses to economic development related queries from internal and external stakeholders

- Maintain systems and processes for information collection and evaluation and provide progress reports on economic development initiatives within the existing reporting framework of the City.
- Provide economic development advice and feedback on relevant state or federal government initiatives to a variety of state or federal government departments, in response to requests for consultation.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Contract Management

- Undertake contract management for work to be outsourced to consultants such as development of tourism and investment promotional material or research work.
- Arrange quotes for consultancy work, assess quotes against requirements and make appropriate recommendations.
- Administer the requisitioning and receipting of such goods and service in accordance with quotes.
- Liaise with consultants to undertake contract requirements.
- Monitor the performance of the contractors against the scope of work to ensure works are completed to the satisfaction of the City.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Influencing, interpersonal, written and verbal communication skills, including report writing.
- Analytical, problem solving and research skills.
- Organisational and time management skills.
- Computer literacy in particular Microsoft Office.
- Initiative, creativity and innovative thinking.
- Project management skills with the ability to develop, administer and manage complex projects.
- Translate complex strategic issues into practical actions to deliver successful outcomes.

Knowledge:

- Local economic development issues.
- Economic development programs or strategies at the local government level.
- Key partner organisations involved in economic development.
- Project management principles and practices.
- Trends in innovation and digital technologies.

Experience:

- Similar economic development role.
- Delivering economic and business development programs and activities at the local government level.
- Working with and managing stakeholder relationships to achieve mutually beneficial outcomes.
- Project management.

Qualifications:

- Tertiary qualification in a related discipline such as Economics, Business Administration, Urban Planning, Marketing or equivalent relevant experience.
- Current West Australian 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Exercise a degree of autonomy advice is available for complex or unusual matters.
- Controls and coordinates a range of contracts and projects within budgetary and time constraints.
- Undertakes a range of duties within the work area, including problem definition, planning and the exercise of judgment. Problems usually solved with reference to procedures/documentated methods and instructions, assistance available.
- Responsible for decision making in a work area and the provision of expert advice.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction

Internal:

- All other business units

External:

- Education and research organisations.
- Local governments.
- City of Joondalup businesses and business support agencies.
- Relevant government and non-government agencies.
- Chamber of Commerce and Industry.
- Tourism bodies.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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