

Job title: Senior Investment & Economic Development Officer	
Classification: Band 7	Effective Date: September 2024
Reports to: Coordinator Investment & Economic Development	Tenure: Permanent Full Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position will proactively lead initiatives that facilitate a thriving and sustainable local economy that provides investment and economic growth within the City of Whitehorse.

Key Responsibilities

Position Specific Responsibilities

- Develop policies, strategies, business cases and initiatives aimed at facilitating and maximising economic development opportunities.
- Contribute to the implementation of key initiatives outlined in Council's Investment and Economic Development Strategy.
- Lead the Council's investment attraction and facilitation efforts, including the Small Business Concierge service, by partnering with local businesses, industries, potential investors, landowners, developers, real estate agents, and other key internal and external stakeholders.
- Work with government agencies, regional economic development bodies and the private sector to identify, recommend and facilitate a wide range of economic development projects.
- Research, recommend and pursue government funding opportunities that facilitate business and economic growth.
- Provide specialist advice as required to other Departments of Council on economic development issues to ensure consistency in policy, direction and decision making.
- Provide input towards Council's capital works projects and major infrastructure projects including the Suburban Rail Loop.
- Research and analyse a variety of data and information relevant to the local economy, to respond to internal and external enquiries and requirements.
- Initiate, recommend and progress opportunities that provide for a skilled labour force and skilled businesses.
- Assist the Coordinator Investment & Economic Development in identification and development of corporate policies, strategies that impact on economic development matters.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.

- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development, and motivation) to ensure that team Key Responsibility Areas are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Project based budget responsibility.

Staff responsibility: The position may be responsible for the supervision, management and leadership of team members in the Investment & Economic development team and/ or consultants and contractors.

Judgement and Decision Making

Primary focus on problem solving with considerable emphasis on policy development and implementation of strategies. Focus is outcome based which may require solutions needing creativity, originality and innovation. High degree of autonomy and professionalism under limited direction. Position has authority to make decisions on all routine day to day matters but matters requiring decisions of a non-routine or politically sensitive nature are to be referred to the Coordinator Investment & Economic Development. Fully briefs the Coordinator Investment & Economic Development on all non-routine issues.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check may be required.
- Working with Children Check may be required.

Qualifications and Experience

- Tertiary qualifications in a field relevant to economic development, business and/or property development is essential, complimented with demonstrated experience in an appropriate role. Alternatively require lesser formal qualifications combined with substantial relevant experience.
- Local Government experience is advantageous.

- Sound knowledge and understanding of relevant Federal, State and Local economic development legislation, policies, strategies and programs.
- Highly developed project management and budgeting skills.
- An understanding of business operations and political acumen.
- Analytical and investigative skills to enable input into the development of policy options.
- An understanding of the long-term goals of Council in relation to the political context in which it operates.

Technology:

- Must be proficient in the use of MS Word, Excel and PowerPoint, familiar with the internet to assist with research, skilled in and have an understanding of the Windows environment.
- Skills associated with economic data and modelling is highly regarded.

Interpersonal Skills

- Exceptional oral and written communication skills to enable the incumbent to work with, gain cooperation from and motivate a range of stakeholders including Councillors, business owners, investors, key regional colleagues, business associations/groups, government officials and other employees.
- Well-developed community liaison and public relations skills.
- Ability to appropriately represent and report to Council in a wide range of public forums.
- Ability to interact with and promote Council within the business community.
- Ability to write reports suitable for Council level in area of expertise, along with guidelines and action/business plans.
- Ability to make presentations both internally and externally.

Key Relationships:

Liaises with staff and management across the organisation and is also required to liaise closely with and report to Councillors on established programs from time to time. The position is required to establish, maintain and develop a professional relationship with individual businesses, key industry associations, relevant government Departments and agencies on matters that pertain to growth of business opportunities in the City of Whitehorse. Role includes relationships with key regional stakeholders. Provide contribution to problem solving whilst upholding Council's economic development activities and integrity in the highest regard.

Management Skills

- Commitment to supporting an integrated team approach while also being self-motivated and capable of working independently.
- Ability to work with various business groups across the City to achieve outcomes.
- Exceptional time management and administrative skills to enable achievement of objectives despite conflicting pressures.
- Experience and ability in preparing project briefs and managing consultants.
- An achievement and results oriented attitude to the role.

Notes and comments: (Include items applicable to this position)

- Short listed candidates may be required to attend a pre-employment medical examination.
- A current drivers licence that meets the requirements of Vic Roads is essential.
- May be required to attend out of hours meeting/s.

Key Selection Criteria

1. Tertiary qualifications in a field relevant to economic development, property development and/or business is essential. Alternatively require lesser formal qualifications combined with substantial relevant experience. Local Government experience is advantageous.
2. Demonstrated experience in developing and implementing high value economic development programs that deliver strong outcomes for the community, with a particular emphasis on investment attraction and facilitation initiatives.
3. Extensive experience in the preparation, monitoring and review of strategic documents, including strategies, policies, and action plans.
4. Highly developed project management and budgeting skills.
5. Ability to lead and perform within a team environment whilst delivering key projects and tasks.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.			
Standing Tasks involve standing in an upright position			
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.			
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: