

<b>Job title:</b> Senior Investment & Economic Development Officer	
<b>Classification:</b> Band 7	<b>Effective Date:</b> August 2023
<b>Reports to:</b> Coordinator Investment & Economic Development	<b>Tenure:</b> 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 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 development and implementation of key initiatives outlined in Council's Economic Development Strategy, including Council's Industrial Area Strategy.
- Drive Council's investment attraction and facilitation initiatives, in partnership with local business and industry, potential investors, landowners, developers, real estate agents and other relevant 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 and recommend 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 KRA's 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 DEMANDS (POSTURE AND MANUAL HANDLING)

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
<b>Standing</b> Tasks involve standing in an upright position.	<ul style="list-style-type: none"> <li>Meeting with Council officers. Including review, display and sorting of documents</li> </ul>	Occasional		
<b>Squatting</b> Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	Sometimes performed Sometimes performed		
<b>Kneeling</b> Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	Sometimes performed Sometimes performed		
<b>Walking</b> Tasks involve walking on even/uneven surfaces. Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> <li>Regular short distances &lt; 50m, Trolley used when appropriate to aid in manual handling</li> </ul>	Sometimes performed		
<b>Lifting (Floor to waist)</b> Tasks involve raising, lowering or transferring objects ( $\leq 9\text{kg}$ ) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>Collecting, returning hard copy files</li> <li>Short distances, stable load &lt; 5kg</li> </ul>	Sometimes performed		
<b>Lifting (Between waist and shoulder)</b> Tasks involve raising, lowering or transferring objects ( $\leq 9\text{kg}$ ) from one position to another, using the hands.	<ul style="list-style-type: none"> <li>Collecting, returning hard copy files</li> <li>Short distances, stable load &lt; 5kg</li> </ul>	Sometimes performed		
<b>Reaching forward</b> Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	Occasional Once per day		
<b>Pushing/Pulling</b> Tasks involve pushing objects away from the body or pulling objects towards the body (also	<ul style="list-style-type: none"> <li>Movement of objects, documents and other equipment at workstation</li> </ul>	Occasional		

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
includes striking or jerking).				
<b>Hand/arm dexterity</b> Tasks involve use of hands and arms like wrist and/or elbow flexion and extension (i.e. typing, stacking).	<ul style="list-style-type: none"> <li>• Photocopying of documents</li> <li>• Using the telephone</li> <li>• Preparation of correspondence</li> </ul>	Daily, intervals across 7.6 hours  Up to 7.6 hours a day, head set offered, supplied phone headsets recommended  Occasional		
<b>Handwriting</b> Tasks that require the production of written material to record or communicate information.				
<b>Keyboard duties</b> Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> <li>• Data Entry, emails, Phone interaction, reports, correspondence etc</li> </ul>	Daily, intervals across 7.6 hours		

#### COGNITIVE AND PSYCHOSOCIAL DEMANDS

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
<b>Adaptability and flexibility</b>  Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
<b>Decision making</b>  The ability to work effectively when analysing problems, organising information, resolving				✓		

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
issues or generating solutions.						
<b>Degree of Self-Supervision</b> The ability to work effectively without supervision.				✓		
<b>Exposure to Confrontational Situations</b> Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.			✓			
<b>Problem Solving and Analysis</b> The ability to work effectively at solving problems and analysing situations and information.				✓		

**PHYSICAL FUNCTIONAL DEMANDS (SENSORY)**



Sensory Demand	Required to perform roles and responsibilities of the job?			Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Always	Often	Never		
<b>Vision</b> Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision.	Necessary in order to effectively and safely perform roles and responsibilities.				
<b>Hearing</b> Use of hearing is an integral part of work performance e.g. telephone enquiries.	Necessary in order to effectively and safely perform roles and responsibilities.				
<b>Smell</b> Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals.			Needed in some instances to effectively and safely perform roles and responsibilities.		
<b>Touch</b> Tasks involve the use of touch integral to task performance.	Necessary in order to effectively and safely perform roles and responsibilities.				

**Mandatory Personal Protective Equipment:**

**Any other relevant comments:**