

Job Details

Job Title:	Economic Development Project Officer
Reports to:	Economic Development Officer
Group:	City Strategic Planning
Position Number:	SP0105
Grade:	6
Date:	January 2021
Objective Doc Ref:	A4400622

Position Purpose/Job Summary

Place Management provide a professional service encompassing stakeholder liaison, economic development, major events, public domain management and place making activities. The service is involved in a wide range of activities from major events to business and community engagement and support.

The Economic Development Project Officer (EDPO) is based at Council's Administration Centre and they report to the Economic Development Officer.

The role of the Economic Development Business Unit is to monitor the national, NSW and Metropolitan Sydney economic climate in order to maintain Council's investment in the City's economic resilience and presence in the Western Parkland City and more broadly across Greater Sydney. In addition, the Economic Development Unit facilitates the development of policies, plans, frameworks and key business partnerships and programs as required to support the aims and objectives of the City Plan and the Fairfield City Economic Development Strategy 2019.

The Economic Development Project Officer leads, participates in, coordinates and evaluates diverse and sensitive projects for which the Place Management Division and more specifically, the Economic Development Unit, is accountable for across Fairfield City.

The Economic Development Project Officer will serve as a conduit between businesses, communities, and Government agencies to maximise employment outcomes and opportunities. The role is also responsible for monitoring, compiling and communicating key economic data, with particular focus on employment to guide Council's ongoing delivery of the Economic Development Strategy and priority programs and projects.

This position assists in facilitating the implementation of the Fairfield City Economic Development Strategy with a focus on priorities and actions within goal three: Diverse Employment and Job Opportunities.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Knowledge, Skills and Experience

The Economic Development Project Officer must have a very diverse set of professional skills and experiences. These include:

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

1. Demonstrated skills, experience and capacity in analysis and interpretation of relevant State and Federal Government policies and the impact on Fairfield City, as well as in devising locally-appropriate interventions/responses to these policies.
2. Demonstrated skills, experience and capacity to manage and complete a range of projects on time and on budget with consideration to key areas such as, financial and resource / human resources management.
3. Demonstrated skills, experience and capacity in research and analysis, evaluating information from a variety of sources, creative thinking, problem solving and decision making skills.
4. Demonstrated skills and experience in strategic thinking and planning for potential threats or opportunities, policy development, process improvement and quality control with a strong focus on strategic outcomes.
5. Highly developed understanding of, or demonstrated experience in collaborating with, a Place Management and Place Making model particularly in regard to place based planning, place activation, place marketing/promotion and centre retail/commercial auditing.
6. Demonstrated skills and experience in proactively identifying and integrating economic development objectives into the varied strategic and operational work across Council and providing an economic development advisory role to Council staff.
7. Highly developed communication skills including written and verbal English, presentation and public speaking skills, communicating with influence, and in “translating” complex economic and planning concepts into accessible, everyday language.
8. Highly developed interpersonal skills in leadership, advocacy, change management, cross cultural consultation, complex negotiation and conflict resolution.
9. Highly developed interpersonal skills in teamwork and partnership development, to build effective networks for Fairfield City.
10. Experience in devising and delivering training in economic development and planning, and in facilitating workshops.
11. Demonstrated success in generating income by securing grants and sponsorships.
12. Demonstrated high level of political acumen.
13. Demonstrated high level ability to interpret and apply relevant legislation (including Equal Opportunity, Work Health and Safety and Code of Conduct) and to act ethically and with probity at all times.
14. Demonstrated high level skill and experience in more than one area of specialisation, underpinning the capacity to work in an interdisciplinary way relevant to the work of Place Management and the City Strategic Planning Group in progressing the City Plan.
15. Self-reliant in essential office computer applications and able to conduct business electronically.
16. Regional and Urban Economics Skills
17. Ability to advocate for the economic needs of Fairfield City at a regional level

Qualifications

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Minimum:

18. Tertiary qualifications in Economics or equivalent, with proven experience working in a Local Government environment, industry specific role or private sector.

Desirable:

19. Certificate IV in Training and Assessment

Licenses/Tickets/Affiliations:

20. New South Wales Driver's License Class 1C (Motor Car)

Key Accountabilities – Position Specific

1. Develop and deliver innovative economic development programs, activations and/or projects to increase jobs and investment in Fairfield City.
2. Prepare applications for State and Federal grants and identify other revenue opportunities that will support the delivery of business programs and projects that assist in creating employment opportunities.
3. Support individual businesses to maximise their investments and grow employment in Fairfield City.
4. Developing quality relationships with a range of key stakeholders including Employers, Training Providers, Employment Service Providers and other professional services to facilitate effective program outcomes.
5. Promoting both local programs and Australian Government programs such as Australian Apprenticeships, Wage Connect, IEP, experience and assist employers to utilise these programs.
6. Manage an integrated and prioritised work plan with an agreed time frame and performance measures to deliver specific outcomes identified in Council's City Plan and Economic Development Strategy, and contribute to the achievements of the Place Management Branch and more broadly, the City Strategic Group.
7. Coordinate impact/feasibility assessments of proposed programs and projects implemented as components of the Economic Development Strategy and individual work plan.
8. Participate in relevant external working groups and networks and provide updates to the team.
9. Produce required input into Divisional reports (i.e. project update and indicators), project specific Council reports, grant submissions and presentations.
10. Create and maintain a robust database of businesses across Fairfield City, to assist with delivery of information, invitations and other communications.

Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council.

3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time.
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council.
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships

Direct:

- Nil.

Indirect:

- Nil.

Other:

- Staff in Project Teams when nominated Team Leader on specific projects.

Key Relationships - Internal

Communicating with:	Nature of Communication:
Councillors	<ul style="list-style-type: none"> - Inform of Council activities. - Provide information and updates to Councillors as requested.
Place Management & Economic Development	<ul style="list-style-type: none"> - Input to assist determination of the priorities for Council. - Work in interdisciplinary departments to find holistic, informed solutions to problems. - Share achievements and lessons learnt with other members of the team to create higher awareness and performance. - Lead and/or support other team members as needed. - Facilitate environment of discussion and constructive review to ensure best solutions are found and provide opportunity for value adding within the department.
Council staff across the organisation	<ul style="list-style-type: none"> - Provide information and assistance as required. - Provide technical assistance and advice to Council staff and external consultants engaged in meeting strategic outcomes and provide direct support to Council's activities. - Assist Council's internal stakeholders, including staff and management, to determine and achieve Council's strategic and management plan directions. - Proactively identify and integrate economic development objectives into the strategic and operational work across Council.
Other key stakeholders	<ul style="list-style-type: none"> - Facilitate effective two-way communication with all stakeholders on issues that may be politically sensitive, or where differing agendas exist. - Build partnerships within Council, with the local residential and business communities, government bodies, NGOs and local organisations to achieve best outcomes for stakeholders.

Position Description

- Provide technical assistance and to Council staff and external consultants engaged in meeting strategic outcomes, and provide direct support to Council's activities.

Key Relationships - External

Communicating with:	Nature of Communication:
Community members State and Federal government	<ul style="list-style-type: none"> - Consult with stakeholders about Council decision making, business processes and project outcomes. - Facilitate consultation between the local community and other relevant stakeholders to provide opportunities for comment and feedback. - Keep informed of Council projects and priorities. - Fulfil legislative requirements for consultation. - Represent Council in negotiations with stakeholders, including State and Federal Government Agencies and elected representatives, to achieve strategic outcomes. - Represent Council at seminars and disseminate information as required. - Build effective networks to progress Fairfield's Economic Development Strategy.
Other key stakeholders	<ul style="list-style-type: none"> - Represent Council in negotiations with stakeholders on strategic outcomes. - Represent Council in seminars and disseminate information.

Position Dimensions

This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegation of Authority. Contact the Governance and Legal Division for delegations designated to this position.

Financial Delegations:

- Level 2 (up to \$5,000)

Decision making Authority & Accountability

1. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1.
2. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1.
3. The Economic Development Project Officer is accountable for making recommendations to guide decisions about :
 - a. The quality and effectiveness of the analysis, advice and innovation of managed projects.
 - b. Developing and implementing project evaluation to contribute to continuous improvement in outcomes.
 - c. Completion of the Work Plan by managing both human and financial resources to meet competing priorities while delivering project outcomes on time and within budget.

4. Managing oneself to optimise efficient and effective support for the Group. Making critical decisions as a project team coordinator and contributing to decision making as a team member.
5. Make decisions and authorise expenditure within the delegated area of accountability as per adopted budget and Council Policy.
6. Contribute to decision making on complex projects and provide technical advice in narrow subject areas.

Problem Solving

As part of the implementation and development of projects that support Council's strategic plan, the Economic Development Project Officer researches, analyses and integrates economic, social, market, environmental, technical, legal and other data trends. The EDPO needs to evaluate various options before decisions can be made about a particular course of action that will have an impact on the projects they are working on.

Typical challenges include:

- Identifying and ensuring that sensitive or controversial issues are flagged for the attention of the relevant Place Manager, Group Manager City Strategic Planning and the City Manager.
- Participating in work teams to produce innovative but effective solutions to complex Economic Development problems while complying with legislation and Council's policies.
- Facilitating project team members to ensure that individuals can make maximum contribution to the achievement of the Council's objectives.
- Ensuring transparency is inherent in undertaking and delivering projects to meet the expectations of key stakeholders.
- Balancing the needs and interests of all key stakeholders within a program, place or project and managing community objection with proposed or adopted policies and strategic plans.
- Collaborating and partnering with other Branches to meet project deliverables and maximise project outcomes.
- Identifying both internal and external funding sources for projects.
- Applying the principles of sustainability in decision-making.
- Participating in interdisciplinary groups to find holistic, informed solutions to complex and sometimes sensitive problems.

Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature

Position Description



Employee:	Signature:	Date:
Authorised by: (Manager)	Signature:	Date: