

Position Description

Position Title:	Economic Development Officer
Classification:	Band 6
Business Unit:	Community and Economic Development
Reports to:	Coordinator Economic Development
Approved by:	Director Community Wellbeing
Reviewed:	March 2026

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Melbourne Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Organisational Vision and Purpose

- Vision – *We are connected, collaborative and courageous. We lead for now and plan for the future.*
- Purpose – *We enhance our community's quality of life. We build our community's connection to place.*

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

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2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Sustainability, Assets and Leisure;
- Customer and Corporate Affairs;
- Planning and Place;
- Community Wellbeing

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

3. Position Purpose and Background

The Economic Development Officer supports the delivery of Council's economic development programs, business engagement activities, and research tasks that assist in understanding local economic conditions. The role delivers projects and initiatives that strengthen the local business community, improve business capability, and contribute to vibrant commercial areas.

The role provides operational support to the Economic Development team through coordinating business-facing programs, preparing research and reports, building relationships with local businesses, and supporting engagement activities. The position collaborates with internal teams and external stakeholders to assist in the effective implementation of Council's economic development initiatives.

4. Working Relationships

Reports to: Coordinator Economic Development

Position deals with:	Internally:	Council officers Councillors
	Externally:	Government entities Business Groups Traders Associations Consultants and training providers Other business and community stakeholders

5. Key Responsibilities

- Undertake research and collate economic and demographic data to identify emerging trends and support evidence-based economic development initiatives.
- Support the development, coordination and delivery of economic development programs and projects, including the Business Mentor Program, BusEd, Women in Business activities, business development initiatives, and other workplan actions.
- Coordinate recurring business-facing events such as networking sessions, training workshops and the Business Excellence Awards, including logistics, stakeholder liaison and follow-up.
- Prepare and contribute to operational reports, briefs, grant applications, consultant briefs and business communications, including newsletters and web updates.
- Engage with local businesses, trader associations, community stakeholders and partners to strengthen relationships, support business retention and growth, and gather insights to inform program delivery.

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- Monitor and assist in reporting progress on indicators within the Economic Development Framework, annual action plan and related Council strategies.
- Provide operational support to consultants, internal teams and the Coordinator by supplying data, context, coordination, and project information as required.
- Liaise across Council departments to support problem-solving on economic development and land-use planning matters and contribute to identifying community needs that inform advocacy priorities.
- Contribute to continuous improvement by reviewing processes, systems and customer experience opportunities across economic development programs.
- Perform other duties reasonably required by the Coordinator, Manager, and Director.

5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.

: Contribute to the effective protection of Council in accordance with the Council's Risk Management Framework and Policy, the Fraud and Corruption Policy and Fraud and Corruption Control System.

- Act compatibly with human rights and consider human rights when making decisions.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Economic Development Officer:

- Accountable for accurate and timely delivery of assigned economic development tasks, projects and engagement activities.
- Authority to make operational decisions within defined procedures and guidelines.
- Provide accurate information to internal staff, businesses, and community members on economic development programs.
- Contribute to research, reporting and project recommendations under guidance from the Coordinator.
- May assist with coordinating tasks delivered by contractors or consultants but does not supervise or direct consultant methodology or outputs.
- Responsible for maintaining accurate program records, data, correspondence, and documentation.

5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Economic Development Officer:

- Uses judgement to make decisions within established guidelines and well-defined program requirements.
- Guidance and advice are generally available from the Coordinator Economic Development.
- Applies problem-solving to operational matters and identifies issues for escalation.
- Contributes to project planning and options analysis under supervision, not as a strategic lead.

5.4 Management Skills

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The following describes managerial skills required by the Economic Development Officer:

- Ability to manage own workload, meet deadlines, and deliver assigned project components.
- Works with moderate supervision and seeks guidance on complex matters.
- Ability to coordinate tasks, events, or program components.
- Does not provide formal supervision but may guide casual staff, contractors, colleagues, or students as required.

5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Economic Development Officer:

- Well-developed written and verbal communication skills suitable for engaging with businesses, community members, and internal stakeholders.
- Ability to build positive working relationships and support collaborative project delivery.
- Able to explain program information clearly and aid businesses and internal teams.
- Demonstrated ability to contribute to a positive and innovative team environment.
- Developed skills in negotiation and problem-solving relating to operational program issues.

5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Economic Development Officer:

- Knowledge of economic development principles and local government operations.
- Ability to collect and interpret basic economic and demographic data.
- Understanding of business engagement, event delivery, and community-facing programs.
- Ability to undertake research tasks and prepare operational reports.
- Demonstrated initiative to complete tasks under moderate supervision.

5.7 Qualifications and Experience:

- Tertiary qualifications in economic development, commerce, business, planning, or a related field.
- Experience in economic development, business support, project delivery, or similar roles.
- Experience in research, data analysis, and preparing operational reports.
- Experience engaging with businesses or community stakeholders.

6. Performance Review

The Economic Development Officer will be required to participate in Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Economic Development Officer may also be required to carry out other such duties as are within the limits of the employee's skills, competence, and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

- Demonstrated commitment to Council values and behaviours.
- Tertiary qualifications in a relevant field and experience in business support, economic development, or project delivery.
- Ability to undertake research, analyse basic data, and prepare clear operational reports.
- Experience in supporting the delivery of programs, events, or community/business initiatives.
- Well-developed interpersonal and communication skills, with the ability to build positive relationships.
- Ability to manage own workload, meet deadlines, and work collaboratively in a small team environment.
- Motivated, organised, and flexible, with a willingness to learn and contribute.

8. Other Information

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- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- Victorian Drivers Licence is mandatory.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.