

## Position Description

<b>Position Title:</b>	Chief Economic Development Officer
<b>Position Number:</b>	TBA
<b>Department:</b>	Office of the Chief Executive Officer
<b>Reports To:</b>	Chief Executive Officer
<b>Supervises:</b>	Economic Development Officers

### Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

### Position Purpose

Reporting to the CEO, the Chief Economic Development Officer will champion Moreton Bay Regional Council's Economic Development strategy and facilitate and deliver investment outcomes. The Chief Economic Development Officer is responsible for developing and implementing Economic Development plans and strategies and providing effective leadership and guidance to the organisation in the key result areas of economic growth, investment leveraging, tourism and visitor attraction.


With Moreton Bay's population forecast to grow to significantly over the next two decades, the Chief Economic Development Officer will develop and implement the Economic Development Strategy which identifies and reinforces council's ongoing commitment towards a thriving economy that values knowledge, innovation, business confidence, lifestyle and job growth and achieve our target of 70% self-contained employment.

### Specific Accountabilities

Description
<b>Leadership and Planning</b>
Develop and implement strategies to grow economies with a view on the economic prosperity of the region.
Develop, support and facilitate partnerships that activate economic transition, innovation and growth in the region through stakeholder engagement, collaboration, investment attraction, promotion and supporting initiatives with a focus on leveraging the region's competitive and comparative advantages.
Work in partnership with regional and industry stakeholders and other government agencies to deliver and promote business, industry and regional development services to support economic growth and diversity to regional clients.
Identify emerging opportunities and drives the implementation of priority programs and projects for the region.
<b>Managing and Operating</b>
Supporting people through change and continuous improvement that enhances community and stakeholder engagement.
Monitor and review the department's performance against the Council's Corporate and Operational Plans.
<b>Workforce Capability</b>
Contribute to recruitment, induction, training and performance management of staff within the team.
Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites relevant to your team are well understood by staff.


Deal with discipline issues and/or staffing complaints quickly and impartially, referring them to senior management as appropriate.
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence effectively address any staffing issues, communicating regularly with the teams and building commitment to service performance improvement.
<b>Quality and Compliance</b>
Proactively provide professional advice to the CEO, Executive and other stakeholders when requested or necessary, on a range of economic development issues, policies and programs.
Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department.
Contribute to identification and management of risks applicable to the team and ensure that staff understand key risks facing the team and how they should be managed.
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation.
<b>Community Development and Stakeholder Relations</b>
Contribute to industry and community consultation on services, enhancements and issues of concern.
Constructively deal with any customer service/complaints referred for action.

## OUR CORE VALUES




**RESPECT**

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated




**SERVICE**

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community




**INTEGRITY**

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



**TEAMWORK**


- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



**SUSTAINABILITY**

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



### Work Location

You may be required to perform your role from any work location within the region.

### Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

### Position Dimensions

Staff Resources: ~ 4 FTE  
 Section or program budget: ~ To be confirmed

## Decision Making Authority

Policy:	Interprets and applies policies
Staffing:	Mentor and develop staff; oversight performance management systems across the Department and work with People, Culture and Safety to deal with any escalated industrial/discipline or safety issues
Delegations:	Delegations under the <i>Local Government Act</i> and as directed and published in Council's <i>Delegations Register</i>

## Knowledge, Experience, Qualifications and Attributes

- Degree in Economics, Commerce or Business or related tertiary studies, and significant relevant experience.
- Experience in negotiating positive resolution on economic issues with stakeholders in a timely manner.
- Demonstrated experience in pro-active and constructive development of partnerships with local industry, government and other stakeholders.
- Extensive experience in sourcing and analysing economic and business data in order to draw clear and pragmatic conclusions about the economy and how best to harness opportunities.
- Highly developed oral and written communication skills to prepare advice, reports and correspondence to meet audience needs.
- Demonstrated ability to interact effectively with all levels of staff, businesses, community members and State government agencies to agree and deliver agreed outcomes.
- Demonstrated ability to self-motivate and work both independently, as well as collaborate with key stakeholders to achieve work targets and objectives effectively and efficiently.

**This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.**

**I have read, understood and accepted the responsibilities as outlined in this position description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_