



Senior Project Officer

Division	Economic Development	Department	Economic Development
Reports To	Economic Intelligence Manager	Direct Reports	No

Position Purpose

The position will support the Economic Intelligence Manager in the delivery of Council's economic development agenda through evidence-based data. The role will specifically conduct economic development research and analysis and program delivery across Council and across the Moreton Bay region. The role will manage day to day Council service level agreements/sponsorship contracts and commitments, ensuring appropriate return on investment (ROI). The role is an internal resource across Council in the provision of economic development programming, advice and support.

Key Responsibilities and Outcomes

Operational

As a project officer and member of the Economic Development department you will:

- Provide research and data analysis support services for the economic development and economic intelligence activities of the Economic Development Department.
- Support the development and delivery of economic intelligence advice/solutions and development of internal service action plan activities.
- Assist and support the Economic Intelligence Manager with developing appropriate evidence-based business cases, and management systems, reporting of commitments, project support and engagement with external stakeholders.
- Work with and support the Industry Advancement and Trade and Investment teams with key industry data and insights to achieve the Regional Economic Development Strategy (REDS) actions and objectives.
- Establish and monitor systems, data/record management processes and reporting, including effective use of CRMs to manage programs.
- Assist with engagement of internal and external stakeholders including local businesses in the delivery of the REDS action plan and the regional economic development grants program; and, engage internal Council departments at the direction of the Economic Intelligence Manager to support business outcomes.

Values

At Moreton Bay Regional Council our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

Decision Making

Budget - Nil

Delegations - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Highly developed research and project management skills with demonstrated ability to develop plans, coordinate actions, gain cooperation and deliver outcomes.
- Sound business acumen including the ability to prepare professional business communications such as reports, presentations and project, planning and policy documents – with demonstrated ability to operate effectively with relevant business



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technologies including mobile devices, the Microsoft Office suite, and other online or electronic systems, applications and corporate reporting programs.

- Strong analytical and problem-solving skills with the ability to diagnose and initiate solutions.
- Highly developed communication and interpersonal skills with the ability to communicate persuasively, engage in active listening, consult with a wide range of people at all levels of the Council, foster collaboration and cooperation, and facilitate small work groups.

Qualifications

- Recognised tertiary qualification and/or demonstrable experience relevant to economic development, marketing or other relevant field.
- Certificate IV in project management (desirable).
- Current "C" Class Driver's Licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.