

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

### Project Officer - Economic Development

<b>Division</b>	Economic Development	<b>Department</b>	Economic Development
<b>Reports To</b>	Head of Industry Advancement	<b>Direct Reports</b>	No

### Position Purpose

This position will support the development and delivery of economic development programs and initiatives as outlined in the Regional Economic Development Strategy that develop the local economy and provide economic outcomes for residents and the region.

### Key Responsibilities and Outcomes

#### Operational

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

- Assist in the planning and execution of programs and initiatives that develop the local economy and priority industries and respond to identified needs.
- Assist in research/investigations into initiatives that support industry advancement and provide opportunities for businesses to generate new opportunities and contribute to regional growth.
- Develop and maintain relationships with internal and external stakeholders including government agencies, business/industry organisations and peak bodies.
- Provide high-level administrative support, including the organisation and management of events such as workshops, seminars and external briefings to key stakeholders and maintaining economic development records and databases and other administrative and financial management.

#### 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

- Demonstrated experience supporting the development and delivery of economic development programs and initiatives.
- Excellent presentation and communication skills, both written and verbal, to engage constructively with key stakeholders.
- High-level administrative and time management skills.

### Qualifications

- Tertiary qualification in economics, marketing and/or Certificate III in Business Administration or other related field.
- 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.*