

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

### Principal Investment Lead

<b>Division</b>	Economic Development	<b>Department</b>	Economic Development
<b>Reports To</b>	Manager Trade and Investment	<b>Direct Reports</b>	No

### Position Purpose

The position will support the Head of Trade and Investment in the delivery of Council's economic development priorities with an investment focus as outlined in the Regional Economic Development Scheme (REDS). The role promotes investment opportunities to industry, responds to enquiries, and assists potential investors from business case development to close. Key functions include providing access to critical data and industry/sector information and expertise, providing referrals and coordination of cross government engagement. The role will also work across Council to provide a 'concierge' service to potential investors to support them as they establish in the region and embed investment attraction principles and practices across the organisation.

### Key Responsibilities and Outcomes

#### Operational

As an investment lead and member of the Economic Development department you will:

- Research and develop strategies and position papers to guide economic development (investment) activities and business retention and expansion of existing industry/players leading to increased local economic output and employment.
- Assist with the identification of investment opportunities/leads and provide advice on suitable programs to secure and support investors, including the negotiation of business incentives.
- Develop and implement major investment project plans in line with Council's economic development agenda for initiatives for the key industry sectors outlined in the REDS.
- Develop, project manage and implement a wide range of tactics, including marketing and promotional activities in line with the REDS with a specific focus on investment attraction.
- Undertake the collection and analysis of internal and external business-related data to facilitate investment attraction strategies and specific investigations relating to investment initiatives/objectives.
- Develop and manage effective relationships with internal and external stakeholders including local businesses and relevant business/industry groups.
- Represent the Economic Development Department and Council in a range of internal and external forums and meetings, as required.
- Maintain a contemporary understanding of the economic climate, investment market conditions and regulatory environment for business and industry to provide informed advice to Council and to support business development and investment decisions.

#### 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** - Program budget to deliver REDS actions/initiatives.

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

### Knowledge & Experience



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- Demonstrated experience in identifying, researching and developing major investment projects and/or opportunities.
- Experience in the management and implementation of project plans to facilitate investment outcomes for the region.
- Demonstrated skills in collection, analysis and management of data to inform regional economic development/investment attraction activities.
- Highly developed communication (written, verbal, interpersonal and presentation) skills, with the ability to liaise and consult with a range of stakeholders on various levels internal and external to the organisation. Drafts, reviews, edits and disseminates a range of complex written material, ensuring messages are clear, and aligned with the audience.
- Demonstrated capacity to establish and maintain productive relationships with industry groups.
- Availability to undertake occasional work outside business hours and travel outside the Moreton Bay region (throughout Queensland and interstate) as required.

### Qualifications

- Recognised undergraduate degree, or postgraduate qualification in finance, economics, property management, business management or other relevant discipline, or extensive relative experience in a similar role or environment.
- 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.*