

## Position Description

<b>Position Title:</b>	Economic Development Administration Officer
<b>Incumbent:</b>	Vacant
<b>Key Result Area:</b>	Economic development
<b>Classification:</b>	Band 4
<b>Award name:</b>	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2014
<b>Hours:</b>	24 hours per week until 31 January 2019, then 16 hours per week 1 February 2019 to 30 April 2019
<b>Employment term:</b>	Fixed term contract until 30 April 2019
<b>Employment type:</b>	Part-time
<b>Location:</b>	Tallangatta office
<b>Reports to:</b>	Manager Economic Development
<b>Supervises:</b>	Nil
<b>Approved by:</b>	Chief Executive Officer
<b>Date approved:</b>	June 2018
<b>Document type:</b>	Position Description
<b>Reference:</b>	Personnel

## Position Objectives

- Demonstrate positive and supportive behaviours consistent with Council's values, towards all staff, contractors and Councillors
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role
- Apply an energetic, 'can-do' approach in delivering Council's objectives
- Provide information and administration support to the Manager Economic Development in relation to economic development across the Towong Shire

## Key Responsibilities and Duties

- Assist the Manager Economic Development with administrative duties as required
- Build strong working relationships with staff, volunteers, operators, community groups and stakeholder organisations
- Actively contribute to the positive team environment within the Economic Development team and within the Towong Shire Council
- Assist with the delivery of training and information sessions, social events, Business After Hours and other events across the Towong Shire
- Assist with the development of a comprehensive Community Guide
- Assist with the development and delivery of the Towong Shire Council's Hunting Tourism Strategy
- Act as a first point of contact for resolution of general economic and tourism inquiries
- Respond to Customer Action Request System (CARS) items, with the support of the Manager Economic Development

### **Other**

- Maintain effective communication with staff and volunteers and update the Manager Economic Development on emerging issues and opportunities
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, ratepayers, residents and volunteers in a professional and confidential manner
- Ensure that workplans are prepared and workplan meetings are undertaken with the Manager Economic Development on a quarterly basis
- Fulfil any other duties as directed by the Manager Economic Development which are reasonably within the limits of the employee's skills, competence and training

### **Governance**

- Provide written reports on areas of work to the Manager Economic Development as required
- Maintain records in accordance with Council's policies and procedures
- Prepare correspondence as directed

### **Risk Management**

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level

### **Occupational Health and Safety**

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace

## **Accountability and Extent of Authority**

- Under the guidance of the Manager Economic Development, authority is extended to decision making within relevant areas not requiring a direct Council resolution, within the constraints of the Council Plan, policies and delegations, statutory obligations and budget

## **Selection Criteria**

### **Specialist Skills and Knowledge**

- Experience in an administration role
- Experience working in economic development, tourism or related fields will be well regarded
- Local knowledge of the Towong Shire area will be well regarded
- Well developed verbal and written communication skills

### **Judgment and Decision Making Skills**

- Judgement and decision making is required within the accountability and extent of the authority of this position. Objectives are well defined, but the particular method must be selected from a range of available alternatives.
- Ability to assist customer service staff by providing guidance and advice on routine procedural or administrative matters pertaining to the Economic Development portfolio

### Management Skills

- Good time management skills, capacity to plan and organise and meet changing priorities and objectives

### Interpersonal Skills

- A flexible and versatile attitude and ability to see tasks through to completion
- Demonstrated sensitivity in dealing with volunteers and the public

### Qualification and Experience

- High level computer competency
- Experience in tourism, economic development or related field will be highly regarded

### Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	✓					
Manual Handling eg. lifting	✓					
Operation of heavy machinery eg. tractor	✓					
Confined spaces eg. sewerage lines	✓					
Hazardous substances eg. herbicide	✓					
Heat and exposure eg. outdoors	✓					
Isolation eg. tip supervision				✓		
Sedentary eg. computer operation					✓	
Dusty environment eg. quarry	✓					

Key: Rarely: once monthly for say ½ hour  
 Regularly: once weekly for say 1 - 2 hours  
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

**Juliana Phelps**

Chief Executive Officer

Date: