



POSITION DESCRIPTION

Position Title:	Economic Development Coordinator
Position Number:	11126
Directorate:	Development Services
Reports to:	Manager City Growth
Supervises:	Economic Development Project Officer/s Business Engagement Officer/s
Department:	City Growth
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 7

1. POSITION OVERVIEW

The Economic Development Coordinator is responsible for ensuring that the City of Karratha provides best practice economic development services for our region. The position is required to provide direct supervision and leadership to a team of economic development and business engagement officers in the planning and implementation of a portfolio of industry leading economic development projects.

This role is also required to proactively project manage key initiatives that support and grow local businesses, attract private investment and engage the public sector to facilitate sustainable economic development that has a benefit within the City of Karratha.

2. DUTIES & RESPONSIBILITIES

2.1. Economic Development

- Prepare, implement and review the City's strategic Economic Development framework to ensure it provides best practice strategic direction for economic development in the City of Karratha.
- Plan, deliver and review economic development and business engagement programs and projects that implement the strategic direction of the City's Economic Development framework, including preparing and managing schedules and budgets.
- Support and provide assistance and expert advice to the Manager City Growth and Economic Development team on economic development matters.
- Plan and project manage complex economic development initiatives including coordinating procurement processes and facilitating collaborative project working groups, within agreed timeframes and budgets.
- Actively participate in the development of the City Growth department including the formulation of effective policies and procedures.
- Establish and maintain effective and collaborative relationships with stakeholders to deliver on the City's strategic direction for economic development.
- Provide accurate and timely advice in relation to economic development projects.

2.2. Reporting

- Prepare and review reports to Council on economic development related matters.
- Coordinate data collection and statistics that track and measure information

related to business and economic development with a view to inform economic development and business support programs.

- Undertake research and provide data and information as required.
- Maintain reporting on the performance of the economic development and business support team and develop continuous improvement programs.

2.3. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under limited supervision of the Manager City Growth.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to exercise a degree of autonomy.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve where established processes, procedures, precedents and guidelines may not be available.
- Ability to use initiative and proactively develop solutions autonomously.
- Ability to evaluate information and make recommendations.
- Well-developed conceptual and analytical skills with demonstrated experience in developing, assessing and implementing strategic solutions and plans.
- Developed financial management and budgeting skills.

3.3. Management & Supervision

- Provides supervision and leadership to a team of economic development and business engagement officers.
- Demonstrated leadership experience in mentoring and providing direct supervision of staff to meet organisational objectives.
- Proven ability to create and foster a positive team culture.

3.4. Specialist Knowledge & Skills

- Demonstrated experience in business and economic development with thorough understanding of contemporary best practice economic development

principles.

- Demonstrated experience in the planning and implementation of priority initiatives according to project management principles.
- Sound knowledge of policy formulation and implementation procedures.
- Demonstrated project management experience including leading multi-disciplinary project teams.
- Knowledge of the current political landscape and understanding of local government's role in business support and economic development.
- Ability to interpret business investment and economic development trends and issues and relate them to strategic plans.

3.5. Interpersonal Skills

- Highly developed verbal and written communication skills (including report writing and presentations) with a high level of attention to detail and accuracy.
- Highly developed interpersonal and negotiation skills to enable effective communication with stakeholders and the coordination of multidisciplinary teams.

3.6. Qualifications & Experience

- Relevant tertiary qualification and demonstrated significant practical experience
- Substantial experience in the planning and management of projects
- Demonstrated leadership experience
- Demonstrated experience in economic development or other relevant industry
- Exposure to working with/in local government (desirable)
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than six months old)