



POSITION DESCRIPTION

Position Title:	Economic Development Project Officer
Position Number:	10987
Directorate:	Development Services
Reports to:	Economic Development Coordinator
Department:	City Growth
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Economic Development Project Officer is responsible for planning and implementation of economic development projects. Under the supervision of the Economic Development Coordinator the position is 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 Economic Development Strategy.
- Plan and project manage economic development initiatives including coordinating procurement processes and facilitating collaborative project working groups.
- Provide accurate and timely advice in relation to economic development projects.
- Understand business and economic development principles.
- Establish and maintain effective relationships with stakeholders.
- Represent the City at stakeholder and networking functions.

2.2. Reporting

- Prepare reports to Council on economic development related matters.
- Maintain data and statistics that track and measure information related to business and economic development projects.
- Undertake research and provide data and information as required.

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 general supervision of the Economic Development Coordinator.
- Works in accordance with approved policies, procedures and guidelines.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve using guidance found in established processes, procedures, precedents and guidelines.
- Ability to use initiative and proactively develop solutions autonomously.
- Ability to evaluate information and make recommendations.

3.3. Specialist Knowledge & Skills

- Demonstrated experience in business and economic development.
- 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 working with multi-disciplinary project teams.
- Knowledge of the current political landscape and understanding of local government's role in business support and economic development.
- Knowledge of current trends and opportunities in the economic development sector.
- Ability to interpret business investment and economic development trends and issues and relate them to strategic plans.
- Knowledge of marketing, branding and promotions.

3.4. Interpersonal Skills

- Highly developed verbal and written communication skills (including report writing and presentations) with a high level of attention to detail and accuracy.
- Demonstrated negotiation, networking and conflict resolution skills.
- The ability to lead collaborative working environments.
- Ability to build and maintain effective relationships with key stakeholders.

3.5. Qualifications & Experience

- Relevant tertiary qualification
- Previous experience in the planning and management of projects
- Demonstrated experience in economic development matters
- Exposure to working with/in local government (desirable)
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)