

**JOB TITLE**  
Economic Development Advisor

**CLASSIFICATION**  
Band 6

**REPORTS TO**  
Coordinator Economic Development

### WHAT WE TRUST YOU TO DELIVER



- Support end-to-end project design, implementation and reporting for allocated projects relating to the Place-led Economic Development Strategy and other relevant strategies, ensuring projects are delivered on time, within scope and budget.
- Build and maintain effective relationships with businesses to drive economic outcomes that grow a sustainable and thriving local economy.
- Drive marketing opportunities to leverage existing and new channels that deliver business engagement and economic growth.
- Work with a team of highly skilled professionals to attract new business, facilitate and support the development and growth of key industries and to retain, develop and grow existing businesses and industry in our city.
- Create productive working relationships with business associations, local businesses, internal staff and external agencies to facilitate collaboration which will assist in growing the economy.
- Contribute to the development and delivery of local, regional and state/federal government economic development initiatives.

### WHAT YOU'LL NEED TO THRIVE



- Experience in a business or economic development role, including liaison with various stakeholders
- Well-developed knowledge of economic development, business associations and small business priorities
- A flexible, customer centric attitude to work constructively within internal and external stakeholders to anticipate and respond to a range of needs and expectations from the community.
- Demonstrated skills in presentation, research, problem solving, report writing and project management.
- Excellent communication skills with experience in working effectively and gaining cooperation from a range of stakeholders to solve problems and achieve mutually beneficial outcomes
- A creative and innovative approach to pitching ideas and seeing them through to implementation
- Excellent organisational skills and ability to manage time and prioritise tasks to meet deadlines
- An understanding of the long-term goals of the department and their interaction with organisational strategies
- Relevant tertiary qualification in business, planning, community development, or a related discipline combined with relevant experience. Local Government experience desirable but not mandatory

### WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long-term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

### WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



**VISION** Council will be an inclusive, healthy, creative, sustainable and smart community  
**VALUES** Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

### OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	2	2	2	2	2
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	2	2	2	2	2