

Position Title:	Manager Economic Development
Position Number:	2076
Division:	Corporate and Commercial Services
Section:	Economic Development
Grade:	17
Delegations:	As allocated in the Delegations Register
Position FTE Hours	35

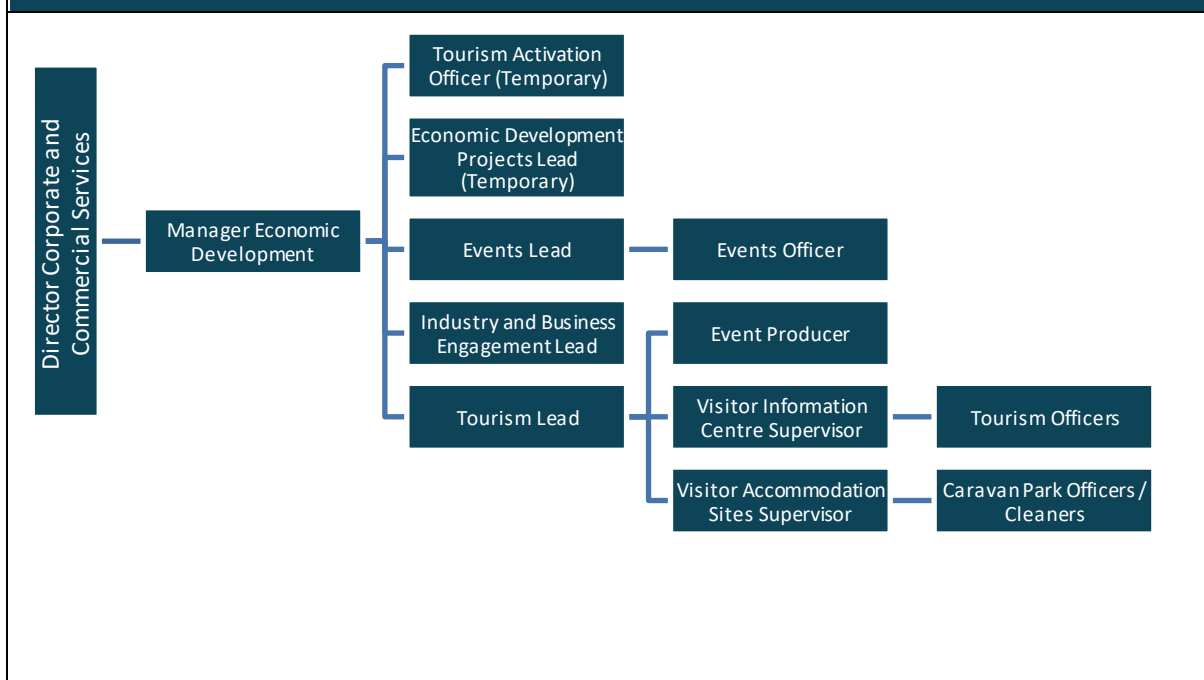
Primary Purpose

The Manager Economic Development is responsible for leading the development and implementation of Orange City Council's Economic Development Strategy. The role drives targeted investment attraction, business development, retail activation, the visitor and night-time economies, and events.

The manager is directly responsible for visitor information services, commercial enterprises, civic and community events, grants and other related programs that build a vibrant and sustainable economy through a pipeline of opportunities.

The position is required to monitor, provide analysis and report on Orange's and the region's economic position, including market opportunities, threats, or risks. Critical is the ability to build strong and collaborative working relationships with the Council, the local business community, industry groups and governments to leverage partnerships and funding opportunities that deliver economic development outcomes.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Relevant tertiary qualifications in business studies, economics or commerce or significant experience in a similar role
- Satisfactory Criminal Records Check
- Drivers Licence Class C

Skills and Experience

- Demonstrated senior leadership skills with significant experience in leading and managing multidisciplinary teams that deliver high performance.
- Proven ability to coach, mentor and develop staff.
- Commercial acumen, analytical and problem-solving skills.
- Demonstrated experience in budgeting, financial management and commercial models.
- Excellent organisational skills and demonstrated experience managing multiple complex programs and projects on time and budget.
- Excellent stakeholder and relationship management, communication, and engagement skills with proven ability to build and maintain positive, cooperative, and productive working relationships across all levels of the organisation and with the community.
- Proven ability to develop economic development strategy and build a pipeline of industry attraction and business development opportunities.
- Deep experience in preparing complex and detailed reports, proposals, and submissions for senior management and executive.
- Ability to ensure legislative, statutory and Council Policy compliance in the day-to-day operations of the Economic Development function.

Key Accountabilities/Duties

Leadership

- Provide clear and accountable leadership to Economic Development teams and manage the delivery of strategic outcomes through the development and implementation of Council's Economic Development Strategy, ensuring team performance and individual accountabilities are achieved to a high standard.
- Provide commercial acumen, strategic advice and commercial models to support Council's commercial activities and develop corporate knowledge to manage entities and a pipeline of opportunities in a commercial manner, whilst maintaining agreed service levels, great customer service and KPIs.
- Develop, coordinate, implement and monitor business plans, budgets, operational plans and delivery programs.
- Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation.

Strategy

- Develop and implement Orange's Economic Development Strategy and annual Economic Development Action Plans that form part of Council's Community Strategic Plan and IP&R reporting.

- Monitor the current and projected development of the Region to ensure no significant economic development opportunities, needs or threats are overlooked.
- Prepare and implement strategies and plans to stimulate investment attraction, sustainable business growth, retail activation, the visitor economy and jobs to maximise the economic benefits in the region.

Stakeholder and Relationship Management

- Build and maintain positive relationships with government, business chambers and other industry stakeholders to foster opportunities for joint projects that will support and promote economic development in the region.
- Create relationships and networks with the regions key industries and identify opportunities for Council to support specific industry initiatives to deliver economic benefits.
- Leverage state and federal funds and grant opportunities to support economic development outcomes in the LGA and maximise opportunities to support the delivery of Council's capital works and major projects.

Tourism and Events

- Oversee the strategic direction and activation plans for tourism including destination marketing to sustain Orange's strong visitor and tourism market.
- Through the Visitor Information Centre capitalise on leads through bookings, upselling and crossing selling experiences.
- Work in partnership with key internal and external stakeholders to support the provision of quality visitor experiences across the region and identify opportunities to sustain the regions visitor economy.
- Leading the events Strategy, activating city precincts and event sites and overseeing the delivery of great council and community events that create a vibrant and liveable city and grows the visitor economy.

Economic Development

- Develop a pipeline of industry attraction and business development opportunities that meet the strategic objectives of Council and achieve economic growth in the LGA.
- Develop commercial models to manage Councils commercial activities and enterprises.
- Oversee an effective approach to Council's grant seeking activities to maximise opportunities of state and federal funds to support economic development outcomes.
- Manage the Council's property portfolio including identifying and managing strategic land development, maintaining the property register, and managing land purchase and sales processes.
- Manage economic development programs and projects that stimulate the local economy and support sustained growth.

General

- Champion a safety-first, risk management and customer-centric culture and model these behaviours with your teams and across Council.

- Ensure legislative, statutory and Council Policy compliance within the section and in the delivery of day-to-day activities and programs of work.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Manage Self - Leads "Masters it" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships	<p>Communicate and Engage - Leads "Masters it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations <p>Influence and Negotiate - Expert "Innovates it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i></p> <ul style="list-style-type: none"> • Credibly promotes the organisation's position in the community, region and sector • Builds and maintains a wide network of professional relationships outside the organisation • Obtains the commitment of key stakeholders to major projects and ensures ongoing communication • Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy • Uses sound evidence-based arguments supported by expert opinion to influence outcomes • Pre-empts and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution
Results	<p>Create and Innovate - Leads "Masters it" <i>Encourage and suggest new ideas and show commitment to improving services and ways of working.</i></p> <ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact • Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions

Technical	<p>Finance, Procurement and Contracts - Leads " Masters it" <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i></p> <ul style="list-style-type: none"> • Ensures the design/delivery of services is within budget • Explains the organisation's financial drivers to others in plain language • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions • Ensures that organisational policy on procurement and contract management is implemented • Implements effective governance arrangements to monitor provider, supplier and contractor performance • Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership	<p>Manage and Develop People - Leads "Masters it" <i>Engage and motivate staff, develop capability and potential in others.</i></p> <ul style="list-style-type: none"> • Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous learning • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signed by Employee	
Date Signed	