



## POSITION DESCRIPTION

### Economic Development Officer

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| Incumbent:            | VACANT                      |
| Department:           | CEO Office                  |
| Reports to:           | CEO                         |
| Employment Status:    | Permanent Full Time (1 EFT) |
| Award Classification: | Band 5                      |
| Prepared by:          | Human Resources Lead        |
| Approved by:          | Chief Executive Officer     |

#### Position Summary

The Economic Development Officer supports the economic growth and prosperity of the Ararat Rural City municipality by assisting in the delivery of initiatives that strengthen the local economy, attract investment, and enhance the municipality's reputation as a great location to live, work, visit and invest.

The role involves building relationships with internal and external stakeholders, supporting business development projects, contributing to tourism initiatives, providing advice and assistance to Council teams and the community.

#### Key Responsibilities

- Assist in the implementation of Council's economic development and tourism strategies.
- Provide support to local businesses and industry, including identifying opportunities for growth or improvement.
- Conduct research, collect data, and prepare reports to support Council decision-making.
- Facilitate stakeholder engagement activities, including meetings, events and consultations.
- Maintain networks with businesses, government agencies and community organisations to support investment and economic initiatives.
- Support Council in promoting tourism and marketing the municipality as a great place to live, work and play.
- Provide administration and project support for economic development and community initiatives.
- Contribute to a positive, collaborative and inclusive workplace that encourages cooperation, idea-sharing, and effective communication across the organisation and with external stakeholders.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of the Council.
- Any other duties as required within the scope of the position.

#### Accountability & Extent of Authority

- Provide advice and assistance to Council and external stakeholders on economic development matters.
- Promote and maintain a professional image for Council and its activities.
- Contribute ideas and recommendations on projects, programs, and initiatives within the officer's area of responsibility.

#### Judgement & Decision Making

- Make practical decisions within the scope of assigned responsibilities, escalating more complex matters as required.
- Maintain confidentiality and discretion when handling sensitive information.
- Exercise initiative and problem-solving skills in day-to-day work.



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## Specialist Knowledge & Skills

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- Knowledge of economic development principles and their application in a local government context.
- Strong research, analytical, and report-writing skills.
- Well-developed interpersonal and stakeholder engagement skills.
- Competent in Microsoft Office applications.

## Management Skills

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- Ability to manage multiple tasks, prioritise work, and meet deadlines.
- Organised and proactive with strong time management and planning skills.
- Ability to work independently and collaboratively.

## Interpersonal Skills

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- Strong verbal and written communication skills.
- Ability to consult, negotiate, and resolve issues effectively with stakeholders.
- Positive and professional approach to working with colleagues, community members, and external partners.

## Qualifications & Experience

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- Tertiary qualifications in business, economics, administration, or a related field, or relevant experience.
- Experience supporting projects, programs, or initiatives involving consultation and stakeholder engagement.
- Understanding of local government processes and community-focused economic development is desirable.

## Key Selection Criteria

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1. Describe your experience in building and maintaining positive relationships with businesses, community groups, and government stakeholders. How have you used these relationships to support economic development?
2. Provide an example of a project or program you have coordinated or supported that contributed to economic growth, investment, or community development. What was your role, and what was the outcome?
3. Explain how you have used research, data collection, and analysis to inform decision-making or support economic development. Provide an example of how your findings were applied.
4. Describe a situation where you had to communicate complex information to a diverse audience. How did you ensure your message was clear and understood by all stakeholders?
5. Give an example of a time you identified a problem or opportunity in an economic development context and took initiative to address it. What steps did you take, and what was the result?

## Position Approval

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|   | Signed | Date |
|---|--------|------|
| Acknowledged by Employee                |        |      |
| Approved by the HR Business Partner     |        |      |
| Approved by the Chief Executive Officer |        |      |