

**POSITION TITLE:** Local Business Resilience Officer **POSITION NO:** 2572

**EMPLOYMENT TYPE:** Maximum Term Full Time

**CLASSIFICATION:** Level 5 to 6 (dependant on experience and qualifications)

**CERTIFIED AGREEMENT:** Officers – 2020 **AWARD:** QLGA

**DEPARTMENT:** Liveability

**REPORTS TO:** Coordinator Community Development

**ORGANISATIONAL VALUES:** ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

## 1. PRIMARY ROLE

To actively participate in the delivery of business, economic and tourism development projects that support business growth, regional development, economic sustainability, and employment throughout the region conducive with community, industry and visitor expectations.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Facilitate business development that results in economic recovery and sustainability for the South Burnett region.
2. Develop and maintain effective relationships with the community, local business, new business and investors and industry organisations that will enhance and support business recovery and resilience within the region.
3. In partnership with community and business stakeholders facilitate a Regional Development Action Plan to operationalise the South Burnett Regional Development Strategy.
4. Provide leadership and direction to the delivery of the Local Built Small Grant Program
5. In partnership with the Kingaroy Chamber of Commerce and Industry provide support to develop and implement a Facade Improvement Scheme aimed at encouraging building owners and business operators to invest in façade renovations and storefront improvements for their building using grants to cover a portion of the renovation costs.
6. Respond to requests from the business community for information and services that will further their business prospects.
7. Undertake research and data analysis, compile research papers, reports, funding submissions and grant applications.
8. Develop and publish business/economic development content for media communication and social media pages.
9. Participate in the preparation and delivery of a range of business support services and events (e.g. organising functions).
10. Actively contribute to and participate in the delivery of key Council projects, including the support of project delivery teams across the organisation in areas such as: delivery of community consultation programs, economic development support and stakeholder engagement.
11. Complete additional activities and reasonable directions given by management.

**3. ADDITIONAL FACTORS**

- Participation in after hours and weekend work is a requirement of this position

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Minimum requirement of a current C Class driver's licence.
- Tertiary qualifications in a relevant field (e.g. Economic Development, Business) or equivalent experience (desirable).

**5. KEY SELECTION CRITERIA**

1. Proven project management skills including the ability to scope, establish priorities, manage budgets, allocate resources and meet deadlines.
2. Well-developed interpersonal skills with the ability to establish and sustain mutually productive partnerships with internal and external stakeholders.
3. Proven consultation and negotiation skills.
4. Effective oral and written communication skills, as well as research and analytical skills with a high level of attention to detail.
5. Well-developed computer skills including sound working knowledge of the MS Office Suite and corporate software systems.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibility Statement.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
<b>General Manager Liveability:</b> Peter O'May	Signature: 