



# BOULIA SHIRE COUNCIL

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Economic & Community Development Manager
<b>DIRECTORATE:</b>	Governance
<b>DEPARTMENT:</b>	Chief Executive
<b>CLASSIFICATION:</b>	Level 8.1 to 8.3
<b>REPORTS TO:</b>	Chief Executive Officer
<b>AWARD and STREAM:</b>	Queensland Local Government Industry Award (Stream A) - State 2017 Boulia Shire Council Certified Agreement 2024-2027
<b>HOURS:</b>	72.5 hours per fortnight
<b>LOCATION:</b>	TBA
<b>REVIEW DATE:</b>	25/3/2024

### OUR VISION

#### **'A progressive Shire creating opportunities for all'**

We will be values as a Shire where people choose to live, work and play and a guardian of a sustainable natural environment that inspires and supports a healthy community.

### OUR PURPOSE

#### **'Delivering our plans, planning for the future'**

We are a council committed to decisive leadership in making locally responsive, informed and responsible decisions. We aim to deliver continuous improvement to provide quality services and facilities which support a sustainable future.

### OUR VALUES

#### **Leadership and Collaboration**

Building trust, teamwork, communication and a shared understanding that actively listens to our community.

#### **Accountability, Consistency and Transparency**

Equal opportunities, fair and open consultation and communication. Accepting responsibility for our actions.

#### **Performance and Value for Money**

Achieving the best value for money outcomes for our community. Collaborations, managing expectations and working towards common goals.

#### **Commitment, Teamwork and Staff Development**

Continually improve on our achievements and drive innovative solutions. Lead change and continuous improvement in delivering for our community. Promote a positive health and safety culture.

***"No one individual can do this but as a community working together we can deliver a strong framework for the future of our shire"***

## DEPARTMENT SUMMARY

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The Economic and Community Development Department exists to champion the council's tourism and economic development and support local businesses so they may prosper. We do this through the provision of a variety of services and products. The work we do is vital to helping create jobs, building a vibrant economy, and contributing to community wellbeing.

## ORGANISATIONAL RELATIONSHIPS

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<b>Reports to:</b>	Chief Executive Officer
<b>Supervises:</b>	Staff of the Economic and Community Development Department
<b>Internal Liaisons:</b>	Chief Executive Officer Executive Leadership team (ManEx) Other council Staff as required Councillors – (indirectly)
<b>External Liaisons:</b>	Local Community Local Businesses / Business Groups Cultural representative Groups Industry associations / Groups Relevant State and Federal Government organisations

## ACCOUNTABILITY STATEMENT

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The Economic and Community Development Manager is accountable to the Chief Executive Officer for the development and implementation of strategies, projects and initiatives that support the sustainable economic growth, investment attraction and development of the community and businesses throughout the shire.

The Economic and Community Development Manager is responsible for service delivery in the areas of economic development, investment attraction, tourism, event and community grants, community development and planning, sport and recreation and project inception and development.

## POSITION OBJECTIVES

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- Maximize economic benefits to the council and local business.
- Attract and promote investment opportunities within the town of Boulia.
- Develop, implement, facilitate and co-ordinate economic and tourism development initiatives.
- Provide strategic leadership to staff and foster and promote a culture of commitment and accountability.
- Develop a pipeline of community projects and secure grants for their development.
- Provide management for all programs, projects and services provided by the funding bodies.
- Ensure appropriate contract management of recreation and tourism-based services.
- Ensure that services within areas of responsibility are delivered in a cost effective and equitable way.

## **DUTIES AND RESPONSIBILITIES: CORPORATE RESPONSIBILITIES**

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### **CODE OF CONDUCT**

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1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
  - a) is in line with the expectations of Council as specified in the Code of Conduct, and
  - b) decisions are made based on the principles of sound ethics and judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a) Integrity and Impartiality
  - b) Promoting the Public Good
  - c) Commitment to the system of government
  - d) Accountability and transparency

### **CONFLICT OF INTEREST**

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- a) Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the Chief Executive Officer.
- b) Boulia Shire Council and the employee are in, or are entering into, an employment relationship whereby the employee may gain access to confidential information and other valuable and protectable information of the Boulia Shire Council.
- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Boulia Shire Council's Employee Deed of Confidentiality.

### **CONFIDENTIALITY AGREEMENT**

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- a) Staff should make themselves aware of the basic provisions of the various Acts, regulations, local laws, policies, delegations and protocols that relate to Council, as applicable to their position.
- b) Staff will refrain from engaging in behaviour that is improper, disgraceful or unbecoming, or shows unfitness to continue as an employee.
- c) Staff must give their undivided attention to their work during working hours, not engage in activities which make them unavailable when needed, and not engage in activities which are in any way in conflict with Council interests.
- d) Staff must recognise that their employment relationship is one of confidence and trust, and not disclose confidential and private information gained in the course of their work.

### **PUBLIC SECTOR ETHICS**

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Council is required to prepare a Code of Conduct for their organisation under the provision of the Public Sector Ethics Act 1994.

The code is based on five ethical principles:

- Respect for the law and the system of government
- Integrity

- Respect for others
- Economy and efficiency
- Diligence

Staff members are asked to become familiar with the basic principles outlined in the Boulia Shire Council's Code of Conduct, and what type of behaviour will be tolerated within the work environment.

In the Council being a public sector organisation, employees are expected to work in accordance with the Public Sector Ethics ie the principles and standards of conduct expected of staff members during their day to day employment.

## **GENERAL INFORMATION: POSITION DETAILS**

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### **PROOF OF QUALIFICATIONS**

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Prior to commencement in this position, the successful applicant will be required to provide Human Resources with original copies of all qualifications (or other satisfactory proof of qualification) and a copy of all such qualifications shall be made and kept on the employee's personnel file.

### **JUDGEMENT AND DECISION MAKING**

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Under general supervision and guidance by the Chief Executive Officer this position has the freedom to act in carrying out those duties and responsibilities specified in this position description, utilising personal judgment in the allocation of time and other duties.

This position requires a high level of problem solving and policy development, with identification and development of options for consideration by the Chief Executive Officer

The position shall:

- Display good judgment on technical, financial and human resource issues.
- Possess demonstrated capacity to develop and consider options and make timely decisions consistent with organisational plans, priorities, procedures and culture.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

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This position is authorised to manage the Programs under the Manager's control and their resources within the bounds of the annual budget and relevant Council policy and in particular:

- Is authorised to make decisions on all matters that are the responsibility of the position subject to the decisions being within delegated authority, legislative requirements, established policy or recognised standards.
- May commit expenditure as appropriate within the Programs and express delegations which the position manages.
- Is accountable for the attainment of budget targets both in terms of outputs and financial constraints, including relevant funding and service agreements.
- Has authority to provide supervision and direction to subordinate officers within the Unit.
- Is authorised to sign routine correspondence within Councils adopted delegations.
- Is authorised to carry out annual Staff Performance Reviews, make

recommendation on remuneration and development of staff and deal with other staff management issues for those staff under the officer's supervision and in accordance with Council policies.

- Is accountable for the overall conduct and performance of staff in Manager's control in relation to the attainment of Council's corporate objectives and the implementations of Council's policies.
- Is authorised to carry out assessment and make recommendation on appropriate appointments to staff positions under the Manager's supervision.

## **POLICY AND PLANNING**

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- Develop strategies and operational plans relevant to the functions of Programs under Managers' areas of responsibility
- Provide advice to the Chief Executive Officer and Council on strategic issues.
- Maintain appropriate links with professional bodies in order to capitalise on opportunities, and to remain informed of current trends.

## **SPECIALIST SKILLS AND KNOWLEDGE**

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- Strong understanding of the operations and complexities of the tourism industry including product development and marketing.
- Experience in economic development, project management, monitoring and evaluation with proven leadership and research skills.
- High level communication, advocacy and interpersonal skills are required for public relations liaison, public speaking, making presentations, chairing and participating in meetings.
- High standard report writing skills.
- Expertise in budgets, accounting and financial procedures and application of budgetary development and control.
- Demonstrated ability to bring together a diverse range of stakeholders to work towards an agreed outcome.
- Excellent understanding of community development principles and practices including the ability to build community capacity.
- Specialist knowledge and application of legislation, regulations, policies and standard practice and procedures relevant to the position.
- Understanding of the history of First Nations People and the value of community integration strategies and the ability to have the confidence of and acceptance within Aboriginal communities as well as the wider community.
- Ability to identify and develop policies and solutions from identified corporate objectives.

## **MANAGEMENT SKILLS**

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- High level human, interpersonal and physical resource management skills.
- Understanding of and ability to implement personnel practices particularly relating to equal opportunity, occupational health and safety and employee training and development.
- Ability to establish priorities and to achieve objectives within given timeframes despite conflicting pressures.
- Ability to effectively communicate and negotiate with management and staff and develop ownership and compliance with processes, projects and

- procedures.
- Possess leadership skills with the ability to lead, motivate and supervise staff.
- Ability to independently problem solve in difficult circumstances, establish priorities and meet deadlines.
- Highly developed time management skills, capacity to plan, organise and meet changing priorities and objectives.
- Relationship building skills within and outside the organisation.
- An understanding of the needs and concerns of citizens. A willingness to listen and the ability to strike an acceptable compromise, where appropriate, to resolve outstanding matters.
- High level of enthusiasm with the ability to productively manage time and stressful situations.

## **EXPERIENCE / QUALIFICATIONS / LICENCES**

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- Tertiary qualifications in a relevant discipline such as Tourism, Economic Development, Marketing or Community Development are desirable and/or considerable experience in a related environment.
- Possess experience in and analytical skills for the assessment and preparation of economic development strategies, strategic and marketing plans and economic and community development projects
- Project management and development experience.
- Previous demonstrable experience in the preparation, development, monitoring and reviewing of budgets.
- Experience in staff management and development.
- Demonstrated experience in management, including experience in personnel management, budget preparation and maintenance of administrative and financial systems.
- Queensland "C" Drivers Licence.
- Current Police Check.
- Experience in administration and policy formation.
- Experience working in Local Government is highly desirable.

## **DELEGATION OF AUTHORITY**

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- This role has a Purchasing Delegation Limit of \$5,000; and is subject to Council policies.

## **PROFESSIONAL DEVELOPMENT**

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- Undertake continuous refresher training to maintain/enhance and/or develop qualifications/skills and knowledge applicable to the role.
- The position holder may be encouraged to attend workshops and seminars relevant to the position.

## GENERAL OBLIGATIONS

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1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions; and to update these to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with supervisors and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document, it is understood that employment is with Boulia Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational disruption.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence / certification.

## WORK HEALTH AND SAFETY OBLIGATIONS

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- Comply with all Occupational Health and Safety procedures and requirements with reasonable care in relation to personal health and safety and the health and safety of other staff.
- Understand and observe Council's Risk Management Policy and related Procedures and undertake the requirements of the position.
- Immediately report any hazards, incidents and accidents to relevant supervisor and take appropriate action.
- Assist Council's WH&S Staff to investigate and report on all Workplace Health and Safety incidents and accidents so that weaknesses in Council's Workplace Health and Safety system are identified and corrected.

## RISK MANAGEMENT

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Identify, document and manage known, new and emerging risks and risk profiles for area of responsibility in line with Council's risk appetite and policies.

- Establish and maintain appropriate risk controls and treatment plans.
- Communicate risk information with stakeholders at regular intervals.
- Adhere to Council's Risk Management Policy, Framework and procedures.
- Participate in Council's business continuity management program to ensure business disruption is managed appropriately.
- Inform, train and supervise staff to enable them to understand and follow safe working procedures. Ensure new employee induction includes the Risk Management System.



## EQUIPMENT OPERATED

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- Telephone
- Computers eg. Desktop/laptop
- Multimedia
- Videoconferencing
- Teleconferencing
- Motor Vehicle

## PERFORMANCE CRITERIA

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Performance will be formally reviewed annually, and shall take into consideration both managerial behaviors as shown in the Key Performance Indicators listed below, and specific objectives set for the term of the review. The specific performance objectives will be set and agreed each year following the formal performance review

## KEY PERFORMANCE INDICATORS

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- Financial and Asset Management
- Relationship with Council and the Executive Leadership Team (ManEx)
- Human Resource Management
- External Relations
- Personal Competencies

## KEY SELECTION CRITERIA

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- Tertiary qualifications in a relevant discipline such as Economic Development, is desirable and/or considerable experience in a related environment.
- Proven track record in outcome focused economic Development programs and/or projects
- Proven ability to negotiate outcomes with business, government, and community.
- Demonstrated experience in strategy development and project management.
- Demonstrated and highly developed advocacy and influencing skills.
- Strong customer focus and ability to instill this across team.
- Proven innovation skills to drive efficiency and priority setting.
- Highly developed interpersonal skills evidenced by an ability to maintain effective relationships with Council, business and investment sectors, the community, management and staff.
- Demonstrated experience in management, including personnel management, budget preparation and maintenance of administrative and financial systems.



## **EXPERIENCE / QUALIFICATIONS / LICENCES**

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- a) Previous Administrative and/or Training Industry experience/s or discipline knowledge gained through experience, training or education.
- b) Formal Qualifications in Administration or lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- c) Basic literacy and numeracy skills are applied for maintaining records (e.g. workshop servicing records, completing timesheets and other relevant documentation).
- d) In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, and potential for development, and your personal qualities.
- e) Open "C" Class Driver's Licence.
- f) Construction Industry Safety White Card.
- g) Current certification - 10275NAT Course in Workplace Drug Testing – (breath alcohol) and (oral fluid - saliva) highly regarded.

## **PROFESSIONAL DEVELOPMENT**

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- a) Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- b) The position holder may be encouraged to attend workshops and seminars relevant to the position e.g. Council's business system, and Work Health and Safety.

## **WORK HEALTH AND SAFETY OBLIGATIONS**

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- a) All employees have a legal obligation to comply with statutory and the Boulia Shire Council's WHS Management System, WHS policies, procedures and work instructions.
- b) These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

### **Duties of workers while at work, a worker must:**

- a) Take reasonable care of his or her own health and safety,
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Boulia Shire Council to allow the person to comply with the Work Health and Safety Act; and
- d) co-operate with any reasonable policy or procedure of Boulia Shire Council relating to health or safety at the workplace that has been notified to workers.

## PHYSICAL DEMAND CATEGORY

<b>SEDENTARY WORK</b>	<i>Refer: Code of Practice 2011</i>
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs. Medium
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs.
<b>Heavy Work</b>	Frequent lifting / carrying of objects not exceeding 25kgs

### SPECIFIC ACTIONS REQUIRED

*This job may include:*

Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional
<input checked="" type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hrs	<input type="checkbox"/>	1 - 4 Hr
<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs
<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs

### REPETITIVE MOTIONS

<b>Simple Grasping</b>	<input checked="" type="checkbox"/>
<b>Fine Manipulation</b>	<input checked="" type="checkbox"/>
<b>Pushing / Pulling</b>	<input type="checkbox"/>
<b>Finger Dexterity</b>	<input checked="" type="checkbox"/>
<b>Foot Movement</b>	<input type="checkbox"/>

### THIS JOB WILL REQUIRE:

MANOEUVRE	FREQUENT	OCCASIONAL	NONE
<b>Bending</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Squatting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Climbing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Twisting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### WORK ENVIRONMENT

Attribute	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Chemicals</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Cold</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Dampness</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Fumes / Gases</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Heat / Humidity</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Heights</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Noises</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### AUDIO-VISUAL DEMANDS

<b>Depth Perception</b>	<input checked="" type="checkbox"/>
<b>Colour Discrimination</b>	<input checked="" type="checkbox"/>
<b>Peripheral Vision</b>	<input checked="" type="checkbox"/>
<b>Hearing</b>	<input checked="" type="checkbox"/>

### PLANT OPERATION

maximum seat rating of 120kgs

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Approved by: Chief Executive Officer Date:

DEVELOPMENT/ REVIEW DATE	VERSION	PREPARED BY	REVIEWING OFFICER	APPROVING OFFICER	DATE
25/3/2024	1	CEO		CEO	25/3/2024