



POSITION DESCRIPTION

Position Title:	Economic and Tourism Development Officer		
Business Unit:	Economic Development	Classification/Grade:	Band 2 Level 1 Grade 6 (Fixed 2 year term)
Position No:	MC 258	Reports to: MC 114	Economic and Tourism Development Manager
Location:	Coleambally, Darlington Point, Jerilderie	Positions reporting directly to this position:	Nil

Primary Purpose of the Position

The Economic and Tourism Development Officer supports the development and delivery of the business and tourism development functions for the Murrumbidgee Council across the Local Government Area by:

- Attracting new business investment
- Supporting existing businesses to maintain viability and pursue sustainable growth
- Management of local visitor destination services
- Developing and facilitating the promotion of tourism opportunities that positively impact the local and regional visitor industry

Roles & Responsibilities

The Economic and Tourism Development Officer is directly responsible for the following:

1. Support the delivery of projects as outlined in the Council's Economic Development Strategy 2019 or other economic development initiatives
2. Update and maintain business websites and maintain accurate business database
3. Support facilitating economic development activities in the Murrumbidgee Council area through the provision of information and assistance to new and existing businesses wishing to establish, relocate or expand their activities in the Local Government Area
4. Ensure businesses have access to appropriate expert advice – particularly small business operators and prospective operators
5. Maintain relationships/partnerships with key stakeholders including State and Australian Government and related agencies; and with existing businesses and new investors, and community support organisations, such as business chambers, progress associations, tourism bodies, to ensure good working relationships
6. Support the organisation and distribution of local and regional tourism material at selected trade shows and exhibitions
7. Actively attend and participate in forums and meetings for the Ned Kelly Touring Route, Kidman Way Promotions Committee, Newell Highway Promotions Committee, Thrive Riverina and Murrumbidgee Trails
8. Support written preparation of report on economic development and tourism
9. Support the organisation with written submissions of external grant applications
10. Support tourism and economic development operations with marketing and social media

11. Assist with developing, monitoring and maintaining internal budgets
12. Record all appropriate Economic Development correspondence and documentation into Council's electronic document management system (Content Manager).
13. Other duties within the skills, competencies and classification of the role as directed by the Manager.

Obligations:

- Display a positive image while meeting customer service standards for all Council stakeholders, both internal and external. Act with integrity, be ethical and professional and adhere to Murrumbidgee Council's values of *trust, honesty, respect and teamwork*
- Conduct all duties in accordance with relevant quality assurance, WHS&R and environmental management procedures for all work activities
- All employees have a legal obligation to comply with statutory and Council's WHS&R Management System, WHS&R Policies, procedures and work instructions
- Conduct all duties in accordance with Council's Code of Conduct, plans, Policies and procedures
- Maintain physical capability to undertake duties appropriate to the role

Authority and accountability:

- Accountable for the assistance in delivering agreed outcomes as described in the Council's Economic Development Strategy 2019
- Contribute to the management and monitoring of specific projects to ensure they are delivered on time and on budget
- Provision of support for economic development projects
- Administration and day-to-day operations of the section under direction of the Manager
- Provision of clear and accurate researched information as requested
- Authority in line with Council delegation levels

Judgement and problem solving:

- Problem solving and judgements made where there is a lack of definition, requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches.

Specialist knowledge and skills:

- Marketing and promotion skills, including digital and social media based platforms
- Experience in meeting deadline and the organisation of resources

Interpersonal skills:

- Advanced written and verbal communication skills
- Negotiation skills
- Team player with ability to work as part of a multi-disciplinary organisation
- Ability to work collaboratively with colleagues, external stakeholders and the community

Qualifications and experience:

- Certificate in communications, marketing, economic development, business or related field
- Experience in economic or tourism development an advantage
- Experience in business and stakeholder engagement an advantage
- Local Government experience an advantage
- Current C class driver licence and willingness to travel
- Ability to travel to offices and work locations within the Council boundaries
- Competent with Microsoft Office Suite and business computer systems

Authorisation:

Prepared By:	Economic and Tourism Development Manager	Date Issued:	January 2021
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.