



POSITION DESCRIPTION

Economic Development Officer

Economic Development Officer

POSITION TITLE:	Economic Development Officer
POSITION NUMBER:	5055
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Stream A LGO 4-5
REPORTS TO:	Tourism and Economic Development Manager
DEPARTMENT:	Community Services and Economic Development
LAST REVIEWED:	March 2025

ABOUT US

Our communities are famous throughout Australia for being the friendliest in Northwest Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will
see how much we value our natural
beauty, how connected our communities
are, and how balanced growth makes
this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

This position is required to play a pivotal role in the delivery of the Cloncurry Economic Development Strategy, by leading the delivery of projects and programs which promote the region's economy and the destination. The position incumbent will work in conjunction with Council, industry representatives, local business, chambers of commerce, visitor information centres and the wider tourism industry, undertaking a lead role in the development, review and delivery of strategies, and implementing a targeted plan to develop the Cloncurry Region as a place to do business and a unique tourism destination.

REPORTING LINES

This position reports to the Tourism and Economic Development Manager

KEY RESPONSIBILITIES IN THIS ROLE



POSITION DESCRIPTION

Economic Development Officer

- Act as the key liaison point between Council and the region's business community, facilitating proactive communication, issue resolution and stakeholder feedback.
- Act as a point of contact across all levels of government, ensuring effective collaboration between Council, Chambers of Commerce, local tourism operators, businesses, community groups, and other stakeholders.
- Assist the Tourism and Economic Development Manager in liaising with businesses seeking to develop their existing or new operation in Cloncurry, providing advice and assistance with navigating Council business units and processes.
- Oversee economic development initiatives including, Film incentive program, Urban Renewal and Revitalisation program and the Investment Attraction and Incentive program.
- Manage the development and delivery of destination marketing materials, including content creation for targeted marketing campaigns, brochures, websites, social media platforms and supporting materials.
- Assist in the planning, development and delivery of public relations activities promoting the region, including interaction with Council's external public relations and marketing agencies, and coordinating industry families.
- Collect, analyse, and report on economic and tourism data, identifying and reporting on visitation trends and communicate their relevance to stakeholders.
- Assist with the preparation of funding and grant applications for Council and project manage grant delivery and acquittal.
- Engage with external stakeholders in the development and presentation of supporting documentation including grant applications, letters of support and other materials.
- Work in partnership with industry to identify economic development opportunities which assist in the growth of new and existing operators and tourism experiences.
- Identify industry learning needs and organise training workshops, information sessions, events and meetings.
- Provide recommendations and advice on the development of appropriate policies, plans and procedures and strategies as related to economic development practices and principles.
- Support the Cloncurry Unearthed Visitor Information Centre and Museum and John Flynn Place Museum, including providing relief assistance as needed.
- Organise and assist in running events, programs and functions for the Chamber of Commerce (or similar) and for the promotion of visitation to Cloncurry.
- Other duties as reasonably requested within the scope of the position.

KEY SELECTION CRITERIA

- Demonstrated ability to undertake high level research and interpret and document the findings, coupled with an ability to present these findings in a plain English approach.
- Ability to implement economic development plans and initiatives, including working effectively with business, government and commercial interests and across various professional boundaries in the facilitation and promotion of development and investment.
- Project management skills including, proven ability in time management, networking and communication, planning, problem solving and creative thinking and negotiation
- Well-developed communication skills, both oral and written, including report writing, preparation of complex documentation and presentations with the ability to relate to business owners, people of different cultural backgrounds, consultants, sponsors, government and staff.
- Demonstrated ability to work cooperatively with volunteer-based organisations including community groups and chambers of commerce.
- Demonstrated analytical skills with the ability to provide advice on matters of complexity and to identify and solve problems.
- Demonstrated organisational skills with the ability to manage own time, set work priorities and plan the workload in order to meet objectives within deadlines.
- Knowledge of the Microsoft Office Suite and ability to quickly learn and use different software programs.



POSITION DESCRIPTION

Economic Development Officer

- Any other duties as requested by the Tourism and Economic Development Manager.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- A tertiary qualification in a field relevant to economic development or demonstrated experience in a similar role.
- Current Class C (Standard) driver's licence. Experience in a local government setting is desirable.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date