

POSITION DESCRIPTION

Position Title:	Business Development Officer	Directorate:	Community & Corporate Services
Position Number:	100059	Department:	People and Governance
Employment Status:	Full time	Section:	Jobs Hub
Employment Type:	Fixed Term Contract – 1 August 2025	Location:	Chambers / St Matthews Church
Classification:	Schedule A Level 10		
Reports to:	Jobs Hub Coordinator		

PRIMARY PURPOSE:

Reporting to the Glenorchy Jobs Hub Coordinator, the Business Development Officer will work with local employers and industry associations to understand their needs and assist with workforce development for the Glenorchy Local Government Area. Focusing on training, learning and capacity building with business and industry across Glenorchy, and assisting in the design of events and courses for job seekers that will meet identified business and industry workforce development needs.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The Business Development Officer reports to the **Jobs Hub Coordinator** for all operational and management matters.
- The role is a key contributor to the People and Governance Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors, contractors, and other professional groups and consultants.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:



We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Business Development	<ul style="list-style-type: none">• Network and liaise with education, training providers, service providers, community organisations, business and industry.• Promote the Glenorchy Jobs Hub to small, medium and large employers within the local area(s) and foster collaborative and productive partnerships.• Assist business and industry to build capacity in contemporary workforce development, recruitment, management practices and identify resources to assist.• Identify funding and partnership opportunities with education and training providers as well as other relevant organisations.• Assist in the design, coordination and delivery of events, initiatives, and activities to better connect business and industry and job seekers.• Work with the Jobs Hub Coordinator to create vacancy listings and share across online platforms.• Contribute to evaluation and reporting requirements.• Provide post placement supports to employers and job seekers on an as needed basis.• Develop and maintain an up to date and clear understanding of growing industry within the local area(s).• Other duties, consistent with skills and experience, as directed by the Jobs Hub Coordinator.
Job Coach	<ul style="list-style-type: none">• Communicate and work effectively with the Jobs Hub Coordinator and Job Coaches to identify local job seekers who have the skills necessary to meet the vacancy requirements of local businesses in the local area(s).• Other duties, consistent with skills and experience, as directed by the Jobs Hub Coordinator.
Customer Service	<ul style="list-style-type: none">• Promote the positive image of Council as a whole;• Ensure that a high standard of customer service is maintained to both internal and external customers;• Engage, listen to and act where appropriate on feedback from our customers; and• Implement, evaluate and continuously improve quality systems and processes for the section.

General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets; and • Perform any other duties as directed.
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts; and • The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment.

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- As per Council's Delegations Register

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Full Drivers Licence
- Federal Police Check
- Working with Vulnerable People Card

KEY SELECTION CRITERIA:

1. Proven experience in business development and workforce development planning, with the ability to build productive and collaborative partnerships with key stakeholders.
2. Demonstrated high level written, IT and oral communication skills including the ability to listen, understand and adapt to a range of audiences and effectively represent and promote the Jobs Hub program to both job seekers and local businesses.
3. Demonstrated ability to thrive in a high paced working environment, utilising strong time management skills, and an ability to prioritise and meet deadlines to achieve set objectives, targets and reporting requirements.
4. In-depth knowledge of the causes and consequences of unemployment and strategies that are successful in helping employers fulfil workforce development needs.
5. An effective and flexible behavioural style to deliver positive Job Hub experiences and seamless coordination of employment support services, demonstrating the ability to work autonomously, display initiative, resilience, and accountability.
6. Knowledge of growing industries in Glenorchy and experience in working with training and education providers to increase workforce participation.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:	Tracey Ehrlich		
Manager Signature:		Date:	
Director Name:	Jenny Richardson		
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	