



# Employment Application Pack

Position Title:	Principal Economic Development Advisor
Vacancy Reference Number:	VRN23/24-138
Department:	Council Services
Location:	Biloela
Employment Status:	Full time, Permanent
Recruitment Commences:	13 June 2024
Recruitment Closes:	27 June 2024

## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

*Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

APPLICANT DETAILS							
POSITION APPLYING FOR: Principal Economic Development Advisor					VRN 23/24-138		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
					TELEPHONE NO:		
POSTCODE:							
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year Qualification Obtained:		
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School							
Name of Establishment: _____ Country (If outside Australia): _____							

### REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

### WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

### EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

### PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY COLLECTION NOTICE:

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned*



# Principal Economic Development Advisor POSITION DESCRIPTION

## POSITION DETAILS

Position Title:	Principal Economic Development Advisor		
Classification:	7-8	Position Status:	Full Time, Permanent
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2021		
Department:	Council Services	Location:	Biloela
Reports to:	Director Council Services	Number of reports:	0

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

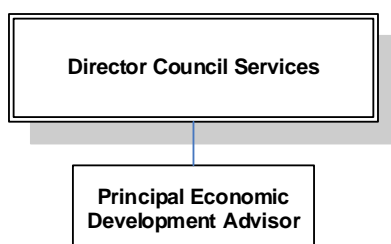
### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## GENERAL POSITION INFORMATION

To proactively lead and initiate new opportunities for promoting and increasing local business capacity to engage on new and existing investment projects in the Shire. This role is responsible for providing advice to the Director, CEO, and Elected Members on Economic Development matters across the Shire. The role is responsible for leading and contributing to complex projects by focusing on Economic Diversification, Value Add, Investment Attraction, and Economic Transition to Net Zero.

## ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Establish, implement and monitor the Economic Development section of Council's Operational Plan
- Develop, Implement and Monitor the Economic Development Strategy and Action Plan
- Liaise with staff members across council to determine Economic Development requirements and provide specialist advice
- Prepare and monitor the section's budget, including the provision of quarterly reports and timely reports on variations to the Director
- Prepare information for marketing materials relevant to regional development
- Coordinate, monitor and maintain customer service requests
- Support Executive Services and the Communication and Marketing section with information on economic development for mayoral speeches
- Manage and oversee the Business and Industry Corporate webpage in conjunction with the Communications and Marketing section
- Undertake research and analysis of data to understand economic trends to inform Council decision-making
- Consult with the business community to identify needs noting observed trends
- Liaise with clients, other Council staff, the public, consultants, utility, and government authorities in the performance of duties including providing and obtaining information
- Support cross-departmental strategic planning and projects relevant to all Departments including Tourism, Town Planning, and Infrastructure
- Develop, plan, implement, and lead innovative economic development projects within Council
- Support and encourage local businesses in the Banana Shire to invest in and benefit from new opportunities
- Develop and deliver Investment Attraction Programs to promote investment opportunities to potential investors
- Contribute to the positive promotion of Council's image and maximisation of good public relations
- Develop and deliver business events with a focus on Small and Medium Enterprises (SMEs)
- Support the development and implementation of policies relevant to Economic Development
- Collect, present, and distribute grant opportunities and key Economic Development information to businesses. Occasional assistance with grant submissions.
- Proactively contribute to strategies for effectively identifying and monitoring continuous improvement regarding economic development
- Undertake routine administrative tasks as required by the position
- Continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- Qualifications or proven extensive experience in Economic Development, Marketing or related field
- QLD Drivers licence. Manual Licence preferred however candidates with other licence classifications may be considered. Minimum requirement provisional licence.

### Desirable

- Australian Certified Economic Developer (ACEcD) Accreditation
- International Association for Public Participation (IAP2A) Certificate of Engagement

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Experience in identifying, establishing, developing and maintaining effective working relationships between all stakeholders, SMEs and industries, other levels of government, the community and investors.
- Proven achievements in engagement with SMEs and/or industry development services, strategies and initiatives
- Sound understanding of the environment in which SMEs and large businesses operate
- Excellent oral and written communication skills with the demonstrated ability to communicate clearly and professionally with individuals at all levels
- Demonstrated ability in engaging with different levels of government agencies
- Demonstrated ability in managing complex projects

### Desirable

- Experience in assisting in the development of/or developing innovative initiatives
- Experience in assisting with policy development and strategic planning matters
- A background in Economic Diversification, Value Add, Investment Attraction and/or Economic Transition to Net Zero.
- A background in investment attraction
- A background in grant writing and submissions

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

The employee acknowledges that this role requires them to hold and maintain a drivers' licence and that the loss of licence may jeopardise employment with Council.

## ACKNOWLEDGEMENT

This Position Description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: