

Manager – Regional & Economic Development

Our refs: SF22/206

This position's primary purpose is to strategically plan, implement and manage regional and economic development plans and initiatives to enhance and grow the Maranoa economy.

Partner with the community, government, and businesses to:

- Create a welcoming environment and make it easy to do business with Council;
- Attract new business and investment to the region, as well as enhancing the sustainability of existing local businesses;
- Facilitate programs that support regional needs, including the retention and growth of skilled workers living in the region;
- Review the Maranoa Regional Council liveability strategy to ensure that we continue to build a positive lifestyle for all residents of the Maranoa;
- Identify new organisations that can create positive futures for the next generation;
- Facilitate access to solutions that ensure continued regional growth such as key worker accommodation including land and housing options.

About:

- Roma, QLD
- Fixed-term three (3) year contract
- Competitive remuneration package
- 5 weeks annual leave
- Bi-Monthly RDO's
- Salary Sacrifice Facilities

A strong candidate will have:

- Tertiary Qualifications in a relevant discipline (e.g. Economics, Commerce, Local Government)
- Current C (Car) Class Driver Licence

To apply:

Upload your application (including Covering letter & Resume) to Council website www.maranoa.qld.gov.au/careers by closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

Closing date: 5:00pm Monday, 22 August 2022

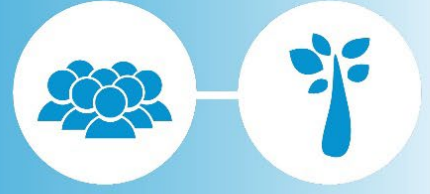
For more information:

Website: www.maranoa.qld.gov.au

Telephone: 1300 007 662

POSITION DESCRIPTION

Manager – Regional and Economic Development



About the position

Profile

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|--------------------|---|
| Position title | Manager – Regional and Economic Development |
| Position number | 0108 |
| Department | Regional Economic and Community Development |
| Current location | Roma Library |
| Classification | Contract |
| Reports to | Chief Executive Officer (interim) |
| Date last reviewed | 4 August 2022 |

Purpose

To strategically plan, implement and manage regional and economic development plans and initiatives to enhance and grow the Maranoa economy.

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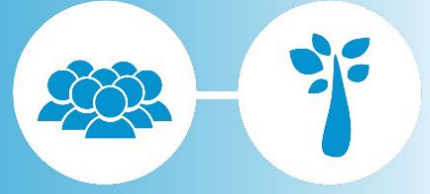
Key responsibilities

Regional Development

- Identify opportunities and facilitate investment, development, and major projects.
- Foster, develop and promote partnerships that enable industry development.
- Increase the economic impact of tourism through value-add services.
- Support industry development through land availability.
- Contribute to discussions and planning with other parts of Council relating to activities that could help or hinder industry development within the Maranoa region.

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Economic Development

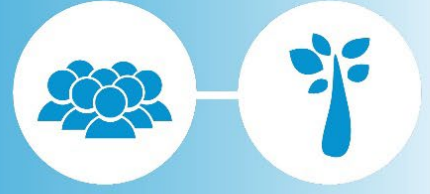
- Identify viable projects and initiatives relevant to the growth and diversity of the Maranoa region.
- Oversee the implementation of Council's approved plans, strategies, and initiatives relating to economic and community development.
- Contribute to and promote the establishment and maintenance of effective partnerships with external stakeholders, including community groups, businesses and government agencies.
- Undertake research and analyse data to identify economic development trends and opportunities.
- Identify state and federal government funding and grant opportunities.
- Keep abreast of legislative developments which may impact new or existing projects and initiatives.
- Participate in the Maranoa Business Awards and Business Exchange program.
- Contribute to the promotion of the regional locational advantages of "Investing, Living, Visiting" in the Maranoa through Council publications and initiatives, including:
 - Representations at key industry events, forums and advocacy opportunities;
 - Preliminary studies and reports that identify opportunities to attract businesses and industry to diversify the regional economy;
 - Hosting visits to the region of potential investors and facilitating their interactions with Council and the business community;
 - Identifying and examining options for population growth;
 - Business concierge services.
- Explore opportunities for multiple uses of Council assets (i.e., Roma Saleyards, Roma Airport, sporting facilities and industrial sites) to support economic development.
- Work collaboratively with neighboring and regional local government on common initiatives and activities that have the potential to grow the Maranoa region.
- Explore and develop relationships and connections to contribute to discussions and activities that could enhance development opportunities.

Business and industry

- Foster strategic purchasing that supports local and regional businesses as part of 'Operating Locally'.
- Work with our State Government partners to expand capability to access other levels of government purchasing.
- Support our strategic partners to achieve economic growth, workforce capability and small business success.
- Advocate for large companies to follow our lead in developing targets for workers and contractors to live and buy local.
- Advocate for investment in strategic infrastructure for e-commerce.
- Engage with key industry sectors to develop the Maranoa region as a location of choice for businesses operating within those sectors and support business retention.

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Liveability Enhancement

- Maintain, develop and promote the infrastructure that provides the foundation for a vibrant and livable community.
- Provide leadership and advocacy with knowledge, understanding, and positive communication.
- Develop and implement plans that support strategic regional and economic development including liveability.

Corporate Planning and Reporting

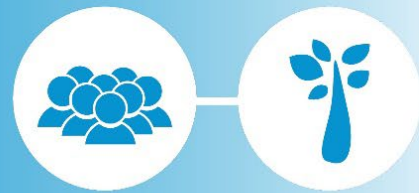
- Contribute to the review and implementation of council's policies and processes.
- Contribute to the development and review of council's key growth strategies and plans, including (but not limited to):
 - Economic and Community Development Plan;
 - Tourism Strategy;
 - Business and Industry Strategy;
 - Planning Scheme;
 - 5 year Corporate Plan;
 - Community Plan;
 - Local Plans;
 - Operational Plan;
 - Annual Report.
- Undertake community surveys and analyse and interpret the data, as required by Council.
- Prepare Manager reports for Council Meetings and review and authorise Officer reports for economic and community development functions.

Human Resource Management

- Provide clear direction and effective leadership to members of the Regional Economic and Community Development team.
- Ensure team member compliance with approved processes to ensure quality requirements are met.
- Identify current and emerging training needs, including coordinating delivery of in-person and on-line training and refresher programs.
- Ensure team members have the relevant delegations and appointments for their roles and responsibilities (e.g. local government worker, authorised persons' powers).
- Manage time and resources to minimise the need for overtime unless there is an approved business case.
- Acknowledge high levels of performance through approved recognition programs, mentor team members to achieve their full potential within Council and undertake counselling or other action where required.
- Provide opportunities for formal two-way feedback on a minimum of a six month (check-in) and annual basis.
- Ensure timesheets are accurately completed and submitted within the required timeframes.
- Monitor employee leave balances, value entitlements and leave applications and records to ensure:

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- Service continuity and project delivery;
- Leave records are accurate
- Leave balances are maintained within organisational policy and targets;
- Leave patterns are identified and addressed.
- Participate in recruitment, induction and training for new and existing team members.

Financial Management

- Develop and provide input into Council's annual budget process.
- Identify and implement opportunities to reduce expenditures and improve business performance.
- Implement financial audit recommendations (both internal and external).
- Ensure effective, efficient and economical management of public resources.
- Manage the Department function within budget, as approved by Council.

Continual Improvement

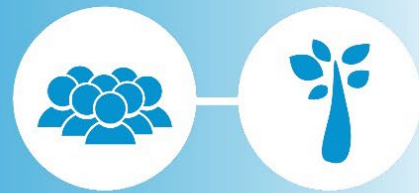
- Continually review processes and procedures and identify opportunities for improvement, taking into account stakeholder views and change management principles.
- Use a forward facing, solutions focused approach to implementing change and delivering long term sustainable value to Council and the community.
- Identify and seize opportunities to upskill team members capacity and capability to build resilience and leverage individual skill sets to implement process improvement.

Customer Service and Communications

- Provide friendly and professional service and advice to internal and external stakeholders via phone, e-mail and face to face.
- Respond to customer requests and queries in accordance with Council's *Customer Service Charter* and relevant policies and procedures.
- Contribute to communications materials relating to economic development within the region, including marketing and branding.

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Other

- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required.
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

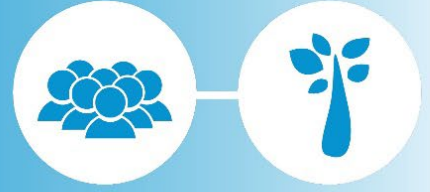
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

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About the person

Qualifications and licences

Mandatory qualifications and licences

To be successful you will need to demonstrate that you meet the below mandatory requirements for the role:

- Tertiary Qualifications in a relevant discipline (e.g. Economics, Commerce, Local Government)
- Current C (Car) Class Driver Licence

Required skills and experience

- Demonstrated skills, knowledge and experience in economic growth, investment leverage, tourism and events, economic challenges and emerging trends and opportunities.
- Proven ability to develop, maintain and grow strategic alliances with key community, public and private sector organisations and individuals.
- Highly developed written and oral communication skills with the ability to communicate effectively at all levels of the private and public sectors including the ability to write an extensive range of communication materials demonstrating high attention to detail.
- A proven capability to be creative and the ability to think strategically with an understanding of economic and development principles.
- Proven experience in managing budgets, including the ability to attract sponsorships and grants from public and private sector organisations.
- Demonstrated ability to plan, prioritise and organise teams to achieve goals and meet deadlines, including dealing with competing demands and managing multiple projects and tasks.
- Demonstrated ability to contribute to the leadership of the organisation, including as part of the Senior Management Team, and provide leadership and management to members of the Regional Economic and Community Development team.
- Commitment to a team-based approach, with demonstrated ability to work cooperatively within a team environment to achieve Council's goals and departmental work program projects and tasks.
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working in local government or similar environment will be highly regarded but is not essential.