

ECONOMIC DEVELOPMENT PROJECT OFFICER

CLASSIFICATION: Band 5

OCCUPANT: Vacant

DATE: June 2026

POSITION CONTEXT & OBJECTIVE(S):

To provide support to the Economic Development Team and lead projects to assist in the promotion and generation of sustainable business and economic development in Warrnambool.

KEY RESPONSIBILITIES AND DUTIES:

1. Support enquires associated with business investment or support and undertake industry visits to assist existing and new businesses in Warrnambool.
2. Assist with the research and coordination of events such as business expos, festivals and workshops which contribute to the economic growth of Warrnambool.
3. Assist in the development and implementation of economic development initiatives and projects in accordance with Councils Economic Development and Investment Plan and other strategic plans directed by the Manager Economic Development and Investment.
4. Administer business workshop program, including registering participants, collecting payments & advertising each workshop.
5. Develop and maintain relationships with new and existing businesses within Warrnambool and represent relevant committees and events as directed by the Manager Economic Development and Investment.
6. To maintain & grow local business register database & maintain website information.
7. Assist with the running of networking functions and business support events.
8. Contribute to the maintenance of Economic Development media material, web content and marketing and promotion materials.
9. Assist with the administrative support of the economic development department; including writing presentations, grants, records management and meeting scheduling.
10. Performing any other duties that are reasonably within the competency, skills and training of the officer as may be directed by time to time by the Manager of Economic Development and Investment.
11. Assist as directed in Council Sister City projects both inbound and outbound. J

KEY SELECTION CRITERIA:

- Skills, qualifications and/or Experience in the establishment and maintenance of strategic partnerships, relationships and networks.
- Administrative skills in order to undertake correspondence, routine reports and the maintenance of records.
- Demonstrated facilitation and networking experience.
- Understanding of issues impacting local business growth and development.
- Understanding the role of local government in economic development.
- Understanding of and experience in project management

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ NO

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ORGANISATIONAL RELATIONSHIPS:

Reports to:	Coordinator Economic Development
Supervises:	Nil
Internal Contacts:	City Growth, Customer Service & Finance staff.
External Contacts:	Local Business Owners, Business Function Partners, State Government Departments

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Effective and efficient actioning and achievement of all key responsibilities and objectives including the delivery of Economic Development Projects & Business Support services.
- Oversee programs/projects in accordance with guidelines and funding agreements in consultation with management.
- Represent the Council at meetings as directed (including after-hours meetings where required).
- Freedom to act is governed by policies, objectives and budget, within a regular reporting framework.

JUDGEMENT AND DECISION MAKING:

- Judgement and decisions are made within the framework of a comprehensive understanding of Council's policies and objectives.
- Guidance and advice is usually available within time to make a choice.
- All purchasing to be made in accordance with Council policy and delegated authority
- Ensure that confidentiality is adhered to at all times

SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge and understanding of local and regional business development issues
- Considerable skills in the use of computer technology in particular Microsoft office programs
- Good organisation and event coordination skills
- Marketing and promotion skills
- Ability to liaise confidently with a broad range of people from all levels of government and the business community.
- An understanding of long term unit goals and an appreciation of wider organisational goals.
- An understanding of policies, regulations and precedents.

MANAGEMENT SKILLS:

- Time management, priority setting, planning and organising own work to achieve set objectives in the most efficient way possible.
- Ability to work both independently and as part of a team and meet defined timeframes for projects.
- Demonstrated ability to work with government departmental staff, professional managers, Council Staff and business owners.

INTERPERSONAL SKILLS:

- Ability to build positive relationships and networks with local businesses, business organisations and Government departments.
- Ability to liaise with counterparts internally and externally to resolve issues and secure cooperation.
- Ability to work unsupervised and independently within the guidelines and objectives of the position.
- Self-motivation, enthusiasm, and demonstrated initiative.
- Excellent customer service skills.
- Excellent written and oral communication skills including the ability to write reports in field of expertise and/or prepare external correspondence.

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL

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QUALIFICATIONS AND EXPERIENCE:

- A relevant diploma or degree or lesser qualifications with work skills and relevant experience.
- Relevant work history and experience in delivering programs to industry or businesses in lieu of formal qualifications.
- A commitment to ongoing personal and professional development.
- Current Drivers Licence.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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