

Position description

Title:	Manager Economic Development	Position Number	3064
Classification:	Manager Level 3		
Hub:	Innovation	Program Area:	Growth and Economic Development
Reports to:	Executive Manager Growth and Economic Development		
Direct Reports:	Manager International Relations, Events Producer, Events Coordinator, Project Officer		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure
- high-performance culture
- enterprise leadership
- psychological safe working environment, and
- high collaboration and communication.



Position objective

The Manager Economic Development is a key role in the Growth and Economic Development Program Area. This position provides management, policy, reporting and project management services around city activation and economic development.

The role will lead delivery of the actions under the Economic Development Strategy as well as City of Darwin's Strategic Plan. The position will manage City of Darwin's economic development projects, events program, sponsorship program, and international relations at both a strategic and operational level to provide economic and social benefit to the Darwin community.

The role will lead and build upon activation projects and events in accordance with legislative requirements, City of Darwin policy, processes, approved delegations and values. The position will manage City of Darwin's events, international relations and sister city programs, activations and economic development at both a strategic and operational level to provide economic and social benefit to the Darwin community.

Key result areas

Corporate identity

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES (Customer Service, Accountability, Respect, Excellence and Solidarity)
- Act in accordance with and abide by the City of Darwin's Code of Conduct



Service delivery

Leadership / Management

- Foster an environment and organisational culture which encourages and enables change, innovation and improvement to deliver City of Darwin's strategic directions, community expectations and staff performance and satisfaction.
- Provide specialist professional and technical expertise, advice and support to the Executive Manager and other stakeholders in relation to economic development.
- As a member of the Enterprise Leadership Group (ELG), actively participate in ELG meetings and associated requirements of the enterprise 4 leadership vision and function.
- Provide timely financial monitoring, project budget analysis and recommendations in alignment with strategy, programs and related program budgets.
- Provide strong problem-solving skills in economic development, events activations and international relations project challenges, developing process-based solutions.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Monitor internal and external business environments to identify potential risks and opportunities.



- Increase the profile and exposure of Darwin through City of Darwin's involvement in projects and events as a means of providing increased economic and social benefit to the local community.
- Research and prepare complex reports, policy advice and Council briefings on matters relating to city activation, economic development and international relations.

Customers / Stakeholders

- Prepare for and attend meetings of Council, Committees and other meetings as required by the Executive Manager, General Manager or CEO.
- Ensure prompt and effective implementation of Council decisions and ensure that all reports are well researched and structured and are provided in a timely and accurate manner.
- Establish and maintain links with appropriate economic development organisations relevant to the activities of the program area.
- Attend appropriate engagements, functions and public events as required.
- Ensure the Customer First Strategy is adopted by all program areas where relevant.
- Leasing with external stakeholders and supporting community consultation activities in the development of projects including the delivery of high quality, visually compelling communications.

Compliance

- Ensure and maintain legislative compliance for CoD across the property program area including but not limited to, Local Government Act and Regulations, Ministerial Guidelines, ICAC Act, Freedom of Information Act, Commercial Trading Act, City of Darwin By-Laws and all other relevant guidance and legislation.
- Develop, implement and maintain appropriate policies and procedures to effectively manage program areas to ensure compliance with legislative and other operating requirements.
- Actively support internal and external auditing programs.

Events and Activations

- Manage and support the team to program workloads and deliver timely and accurate city activation, events and economic development projects in accordance with City of Darwin policy and processes to meet the needs of the community and the organisation.
- Manage the delivery of approvals provided to external events on City of Darwin land and ensure City of Darwin's statutory and policy requirements in planning, approving and holding events on City of Darwin controlled land are implemented.
- Co-ordinate and chair project control groups associated with the delivery of the city activation and events portfolio.
- Brief and supervise consultants as appropriate and required in delivering project objectives.
- Oversee the Coordination and management of City of Darwin's Community Markets.
- Work with operators, activating Darwin, support and monitor adherence by market operators with agreements and conditions.
- Oversee city of Darwin's vibrant street food program, ensuring processes and guidance is maintained and well communicated and street food vendors are operating with permits and well supported.



Economic Development and International Relations

- Actively identify, develop, and implement short- and long-term strategic initiatives that foster economic development including:
 - Grants (funding opportunities)
 - Events (compliance, promotion and attraction)
 - Advocacy
 - Investment and sustainable growth
 - Resident and visitor growth
 - Innovation and emerging markets (adaption, growth, diversification) for the City
 - Communications and community/business engagement
 - Marketing Campaigns.
- Provide assistance and connection that supports the business community to assist them in becoming more competitive and informed.
- Support the team in building partnerships, creating networks and collaborating with stakeholders to grow the economy.
- Oversee international relations functions including the Sister City and Friendship City programs and maintaining view of opportunities from international markets.
- Oversee and manage the International Relations and Sister Cities Advisory Committees.
- Manage the development of processes and procedures that support economic development and international relations functions creating frameworks for collaboration and growth.

Team support (people and capability)

- Engage and manage consultants and contractors as required, and review performance to ensure service delivery requirements are met.
- Co-ordinate and chair project control groups associated with the delivery of the city growth and development project portfolio.
- Maintain a performance-based culture ensuring probation reviews and performance reviews are completed as due and poor performance is managed in accordance with the stipulated guidelines for all direct reports.
- Lead by example and maintain team compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained at all times including, but not limited to:
 - Authorise fortnightly timesheets and relevant leave applications for direct reports.
 - Effectively manage employee relations issues in conjunction with Senior Management and a Human Resource Business Partner.
 - Undertake recruitment activities and onboarding activities, such as providing a thorough departmental induction, as required.
 - Proactively engage in performance management processes (i.e., probation reviews and annual performance appraisals) as required.



- Effectively manage employee relations issues within your section and seek advice from the Human Resources team as needed.
- Ensure that the accountabilities of staff are clearly defined and appropriately communicated and that systems are in place to monitor and report on performance within all areas of responsibility against agreed plans, objectives and budgetary requirements.

Workplace health and safety

- Lead by example and maintain team compliance with all Workplace Health and Safety policies, procedures and practices to ensure City of Darwin's duty of care and legislative obligations are maintained at all times including, but not limited to:
 - Report all incidents, near misses and hazards immediately.
 - Investigate all accidents/incidents and ensure that adequate control measures are implemented to prevent reoccurrence.
 - Supervise and assist the Work Health and Safety team in the return-to-work process for all injured employees.
- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with City of Darwin's Workplace Health and Safety (WHS) policies and procedures and WH&S Management System.

Position prerequisites

- Tertiary qualifications in Economic Development or relevant discipline.
- Minimum of five (5) years' experience in a professional role relevant to economic development.
- Minimum of three (3) years' experience in an operational leadership/supervisory role.
- High level interpersonal skills, including the ability to communicate effectively (verbal, written and visual) to all levels of a multi-disciplined organisation, diverse community and complex stakeholder relations.
- Possession of a Class C Driver Licence.
- Ability to obtain a National Police Records Check.

Signed by:

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APPROVED BY: ALICE PERCY Date: 18/09/2024
General Manager Innovation

Employee Acknowledgement

I, _____, have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date: _____

