

Position Title: Senior Economic Development Partnerships and Investment Officer			
Position Level:	Level 7	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Sustainable Development	Position Number:	HR3041
Business Unit (Department):	Economic Development	Primary Location:	Administration Building
Team:	Economic Development & Lands	Hours:	76 / Fortnight

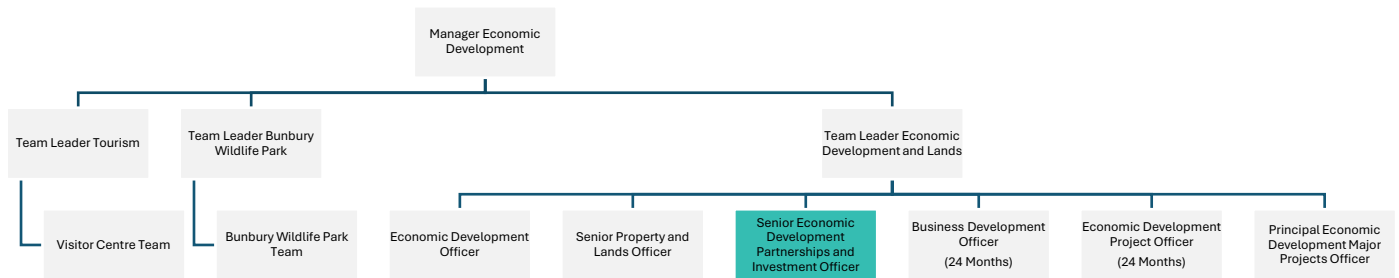
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Senior Economic Development Partnerships and Investment Officer is responsible for building key economic development partnerships, securing and allocating funding, and delivering high-quality investment and insights to drive economic growth. This role also supports evidence-based economic development decision-making through research, business cases, and compelling investment documentation.

Economic Development & Lands Structure



Key Accountabilities

- Provide subject matter expertise in the writing and development of high-level, data-driven business cases that support the City's key economic development initiatives and priorities & develops pitch materials.
- Identify and implement strategic opportunities for building valuable partnerships with government agencies, industry associations, community organisations, and other key stakeholders to advance the City's economic development agenda.
- Proactively identify and pursue high-level, strategic funding sources, including grants, incentives, and public-private partnerships, to support the implementation of the City's economic development projects and programs.
- Collaborate with key internal stakeholders on the development, delivery and ongoing review of the City's Investment Prospectus, showcasing priority economic development projects and opportunities to potential investors and funding bodies, providing it to internal teams for marketing and distribution.

Authority and accountability

- Provide regular communication and recommendations to the organisation on funding opportunities that can support the economic development priorities.
- Provide data-driven insights, recommendations, and decision support to executive leaders to enable informed, strategic decision-making that drives the City's economic growth and competitiveness.
- Provide in-depth support, guidance, and advice, and internal or external recommendations to stakeholders on matters relating to economic development partnerships and investment.
- Maintain compliance with policies, statutory requirements, and confidentiality protocols.
- Ensure documentation and reports are produced and distributed within agreed timelines and quality standards.

Judgment and problem solving

- Prioritise workload and apply sound judgment when managing multiple deadlines.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.

- Identify and address key economic development partnerships, advocacy and funding issues, drawing on professional judgment.

Specialist knowledge and skills

- Apply specialist knowledge of strategic business cases and funding practices to deliver outcomes.
- Stay updated on industry trends and best practices in economic development initiatives.
- Maintain an understanding of government funding programs and investment drivers.
- Carry out research activities to inform project opportunities as directed by Team Leader Economic Development and Lands.
- Participate in training programs and initiatives to enhance professional performance.
- Prepare clear and persuasive documentation to support key economic development partnerships, advocacy and funding proposals, liaising with key internal stakeholders to ensure alignment with organisational priorities and messaging.
- Interpret policy, research, and project information to inform recommendations and decisions.

Management skills

- Monitor and evaluate the outcomes of funded economic development initiatives and partnerships, ensuring alignment with economic development objectives and continuous improvement.
- Provide guidance on economic development funding systems, processes, and documentation requirements.
- Manage allocated resources and timelines to ensure delivery of business cases, investment opportunities and funding.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards.
- Undertake other duties as directed by the Team Leader Economic Development and Lands.

Interpersonal skills

- Collaborate with relevant stakeholders, both internal and external, to gather essential data, analyse market trends, and build a compelling case for investment in the City's economic development projects.
- Proactively identify and implement opportunities to build and strengthen stakeholder relationships that promote the City's economic development priorities and bring additional value to the community.
- Work closely with the Economic Development & Lands Team and Project Management Office to review current and upcoming approved economic development projects, identify funding opportunities, and communicate strategies for stronger alignment and value-adding.
- Represent the City professionally in stakeholder interactions and forums.
- Communicate complex information clearly through reports and business cases.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.

Key Relationships

Reports To	<ul style="list-style-type: none"> • Team Leader Economic Development and Lands
Supervises	<ul style="list-style-type: none"> • Nil
Indirect Positions Managed	<ul style="list-style-type: none"> • Nil
Key Internal Relationships	<ul style="list-style-type: none"> • Executive Leadership Team • Governance & Integrated Planning Department • Strategic Engagement & Communications Team • Marketing & Brand Team • All City of Bunbury Employees
Key External Relationships	<ul style="list-style-type: none"> • Elected Members • Local, State and Federal Government Agencies • Consultants • External Organisations • General Community

Financial Accountability and Delegations

Financial Accountability	<ul style="list-style-type: none"> • Acts within established practices. • Purchasing limit \$2000
Delegations	<ul style="list-style-type: none"> • Nil

Extent of Authority

This position may exert influence in the following:

- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe.
- Exercise initiative and/or judgement within clearly established Policies and Procedures.
- Is fully accountable for the content, accuracy, validity and integrity of advice provided.
- Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines.

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Degree or Advanced Diploma in Economics, Business Management, or Communications, and/or extensive training or industry experience.	✓	
Substantial experience in undertaking research and literature review with the aim of producing a business case, pitch document, proposal or funding application where external investment is sought.	✓	
Demonstrated significant experience in producing high quality documentation that is concise and clear in audience, target outcomes sought, and information provided.	✓	
Experience in the use of economic analysis and data to demonstrate social and economic value, proportionally balanced with a matched level of investment or contribution.	✓	
Experience developing partnerships and relationships to benefit an organisation.	✓	
Experience in sale of high-value products or services.		✓
Experience interacting with significant business owners, investors, philanthropists, or members of parliament.		✓
Current Working with Children Check (WWC).		✓
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	Essential	Desirable
Exceptional communication skills and experience in working with and engaging senior strategic stakeholders to understand their motivation and requirements for significant investment.	✓	
Demonstrated ability to work collaboratively while under pressure and against tight deadlines without compromising quality of outcomes or organisational culture and behaviour.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓

For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.

Mission Statement

Welcoming and full of opportunities

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



We are Community

C

- We are one team
- We keep each other safe
- We display empathy and respect
- We have fun and celebrate our successes
- We work together to achieve great outcomes



We are Open

O

- We are open to opportunities
- We actively listen and think things through
- We are inclusive and treat everyone equally
- We are honest and open in our communications
- We are open to feedback to improve our performance



We are Brave

B

- We lead the change, we own it
- We trust and empower each other
- We have the difficult conversations early
- We hold ourselves to the highest standard
- We have the courage to improve and simplify

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:		Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:		Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.