



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



POSITION DESCRIPTION



POSITION TITLE	Manager Economy & Prosperity	CLASSIFICATION	M3 Contract
DIRECTORATE	Planning, Environment & Community Services	AWARD STREAM	Individual Contract
DEPARTMENT	Economy & Prosperity	REPORTS TO	Director Planning, Environment & Community Services
POSITION NO.	62,500.00	LAST REVIEW DATE	January 2024

Isaac Regional Council

We're delivering in a changing world



OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.



OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.



OUR VALUES



COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.



TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.



CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.



POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.

POSITION DESCRIPTION



A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Planning Environment and Community Services (PECS) Directorate is accountable for planning and delivering Council's primary community and customer facing services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and livable communities through its several service delivery and regulatory functions. It ensures that Council is deeply engaged with its distinct 17 communities. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of: *"Building communities through engagement, trust, innovation and value."*

C. POSITION SUMMARY:

The Manager Economy and Prosperity is one of five managers reporting to the Director PECS. This role leads two broad streams of activities – one focused on industry, small business and tourism development initiatives and investment attraction, and the other focused on driving maximum value for Council out of a range of commercial and economic stimulus assets such as saleyards, showgrounds, aerodromes, vacant land, tourism and aged care assets. This role is Council's lead advocate for the economic growth and prosperity of the region, through development of the region's industry, small business and tourism sectors and promotion of regional capability.

The Manager will champion the interests of industry, small business and tourism operators in the region to support growth endeavours, through the building of strong partnerships with internal and external stakeholders and development of initiatives, plans and strategies that capitalise on the potential of the region.

POSITION DESCRIPTION



Key programs and initiatives such as the ongoing investment in our region's saleyards and showgrounds, capital investment in our tourism assets, the award-winning St Lawrence Wetlands Weekend and renewal of our land development, economic and tourism strategies will be yours to shape and refine in response to the Isaac region's future needs.

The manager will be accountable to function in a highly collaborative way amongst the other PECS departments of Liveability and Sustainability; Engaged Communities; Community Facilities; and Community Education and Compliance, with the Office of the Director PECS, across the organisation as a whole and within the community to deliver integrated outcomes advancing the PECS Noble Purpose and Isaac Vision. The role must function with transparency and utmost integrity within the community and organisation and live both the corporate and PECS values.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Provide quality, engaged leadership to the Economy and Prosperity Department's team members, demonstrating both humility and genuine affinity and respect for people;
2. Deliver effective corporate planning, financial, risk and resources management of the Economy and Prosperity Department demonstrating adherence to corporate standards, reporting requirements, PECS Noble Purpose Enablers and the collaborative cultural standards driven by the PECS leadership team;
3. Oversee the development and delivery of services, programs and activities that drive industry, small business and tourism investment and development as a key component of social sustainability in the Isaac region;
4. Scope, plan, execute and monitor departmental strategic capital and operational projects and initiatives while adhering to time, quality and budget considerations;
5. Build and nurture strategic partnerships with internal and external stakeholders to support industry, small business and tourism development in the region, and develop and maintain a database and real time reporting of the intelligence produced by these activities to improve Council decision-making and relationships;
6. Undertake periodic strategic reviews of Council's economic, tourism and investment attraction strategies/frameworks and lead consultant/team development of new plans/strategies and frameworks;
7. Support Council's advocacy efforts where it relates to the industry, small business and tourism development of the region;
8. Develop and implement strategies and initiatives that support the sustainable operation of a range of Council-owned commercial and economic stimulus assets including saleyards, showgrounds, aerodromes, tourism facilities, aged care and land assets;

POSITION DESCRIPTION



9. Lead Council's continued capital investment planning activities for a range of commercial and economic stimulus assets within the department's remit;
10. Develop and lead the delivery of asset class asset management plans for the department's commercial and economic stimulus assets;
11. Develop and implement effective strategies for delivery of proactive and emergent maintenance activities on the department's commercial and economic stimulus assets;
12. Coordinate necessary secretarial support for Council's engagements and advisory committees established to support the work of the Economy and Prosperity Department;
13. Perform the role of Deputy Local Recovery Coordinator for the Isaac Local Disaster Management Group, with a focus on business and industry recovery activities.
14. Be an active contributor to the PECS Leadership Team and actively promote and model the Team's values within the incumbent's sphere of influence;
15. Identify projects and credible funding options for advancing the PECS Noble Purpose and Isaac Vision and in line with Council's priorities;
16. Meaningfully collaborate and engage across the Directorate and organisation to ensure effective and ~~high~~ outcomes, best use of resources, maximizing capacity building opportunities within both the community and organisation;
17. Plan, document and deliver assigned projects, business plans and other strategic documents in line with corporate standards and expectations;
18. Ensure that capacity building principles are applied and evident in all internal and external operational, service, strategy and project delivery;
19. Lead the implementation of frameworks and systems that maintain the safety and wellbeing of Council employees and visitors; and
20. Other leadership, management, advocacy and representative functions within the competencies of the incumbent which contribute to the successful functioning of the PECS Directorate and Council, as directed by the Director PECS from time to time.

E. KEY COMPETENCIES:

Essential Knowledge and Skills

1. Strong knowledge of the core and peripheral issues facing Isaac Region communities, including community and political awareness, relevant State and Local Government legislation/policy and related subject matter expertise (or the ability to rapidly acquire);
2. Demonstrated engaged leadership skills with the ability to resource, supervise and lead teams, and the ability to coach/mentor team leaders and supervisors (with highly evolved emotional intelligence) in an industry/business development or local government context;

POSITION DESCRIPTION



3. Demonstrated capacity to deliver integrity, accountability, transparency and measured performance in dynamic and at times ambiguous work environments;
4. Highly developed written communication skills for the public sector, with the ability to write for purpose and in the context of varied audiences;
5. Demonstrated high level of interpersonal, collaborative and facilitative skills with proven ability to communicate, negotiate, investigate and consult at appropriate levels within the community, government and private sectors.

Experience

1. Extensive experience in delivery of economic and business development programs and services, with a minimum of four years' experience in a similar leadership role is highly desirable;
2. Experience in design and delivery of engagement programs that support industry, business and tourism development;
3. Extensive strategic and operational project management experience across the full lifecycle of projects, preferably in a public sector environment;
4. Demonstrated experience in leading cultural and organisational change management;
5. High level of experience and knowledge in use of Microsoft suite, public sector financial and records management programs/systems;
6. Experience in financial management and budgeting processes in a management capacity is highly desirable;

Qualifications

Mandatory:

1. The role requires the possession of a current C Class Open Australian Drivers Licence.

Desirable:

1. Tertiary qualifications in Business, Tourism, Economic Development, Property or other relevant field.

F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.



POSITION DESCRIPTION

Audio-Visual Demands:

- Depth Perception Colour Discrimination Peripheral Vision Hearing (Avg)

Specific Actions Required:

This job may include:

- | | | |
|--|---|---|
| Standing/Walking | Sitting | Driving |
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs | <input checked="" type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | | | |
|---------------|--------------------------|-------------------------------------|
| Attribute: | Yes | No |
| Chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Repetitive Motions:

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require:

- | | | | |
|------------------|--------------------------|-------------------------------------|-------------------------------------|
| Manoeuvre | Frequent | Occasional | None |
| Bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).

POSITION DESCRIPTION

5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Council's health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Council's rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.

POSITION DESCRIPTION



- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		