

## POSITION DESCRIPTION

<b>POSITION</b>	Economic Development Officer
<b>Reports to</b>	CEO
<b>Group</b>	Administration
<b>Level</b>	2
<b>Date revised</b>	Nov 2021

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Local Aboriginal Land Council (LALC). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

### Primary Purpose

To provide efficient economic development and strategic business support to the Brewarrina Local Aboriginal Land Council financial and economic development areas.

### Brewarrina Local Aboriginal Land Council Values

Land Council's vision is to empower Aboriginal people in NSW through economic and social independence these foundations guide the decisions, actions and conduct of all employees

### Accountabilities

- Implement strategies, activities and projects that support the Brewarrina Local Aboriginal Land Council Economic Development.
- Identify and nurture beneficial partnerships with relevant government and private agencies that support economic development and growth.
- Maintain relevant stakeholder engagement in alignment with Brewarrina Local Aboriginal Land Council values.
- Grant acquisitions and relevant funding opportunities for sustainable economic development projects. Including support with various grant milestone tracking, financial project management and compilation of acquittal documentation
- Prepare, coordinate and review communications and written information in the form of reports, briefs, emails and correspondence.
- Research and collate various reports and briefings on economic development matters, initiatives and sources for potential funding.
- Upkeep of records and relevant databases to ensure information is accurately and correctly stored and accessible.
- Provide finance and administrative services support as required by CEO.

### Core Responsibilities

- Provide creative and innovative initiatives to improve economic development within the Brewarrina Local Aboriginal Land Council
- Contribute to the successful implementation of a range of Economic Development activities, events and programs.
- Develop and maintain a strong relationships with a range of key internal and external stakeholders.
- Coordinate the sourcing, preparation and acquittal of various grant and funding applications.
- Provide support to the financial arm of operations as and when required.
- Submit timely reports and prepare presentations / proposals as assigned.
- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Brewarrina Land Council values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Brewarrina Local Aboriginal Land Council's WHS policies and procedures.
- The employee is required to undertake any other duties, projects or tasks as directed by the CEO and or delegated person, which are within their skills, competence and training.
- The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

### Essential Criteria

1. Proven ability to think strategically and make informed and considered recommendations.
2. Demonstrated ability and experience in project management that delivers economic development benefits or similar area.
3. Demonstrated experience and confidence using computer software programs ie Microsoft Office Suite and financial reporting software.
4. Proven ability to work productively, as a member of a team and contribute to team goals.
5. Well-developed interpersonal skills including excellent communication both written and oral
6. Current C driver's licence

### Desirable Criteria

1. Experience in accessing grant funding and managing the reporting and acquittal processes

**Position Capabilities**

<b>CAPABILITY</b>	<b>CAPABILITY DESCRIPTION</b>	<b>LEVEL</b>
Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience	INTERMEDIATE
Relationships	Be respectful, inclusive and collaborative in engaging with others	INTERMEDIATE
Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes	INTERMEDIATE
Resources	Be efficient, effective and compliant in the management and use of company resources and assets.	INTERMEDIATE

Date agreed:

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Employee Name:

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Employee Signature

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