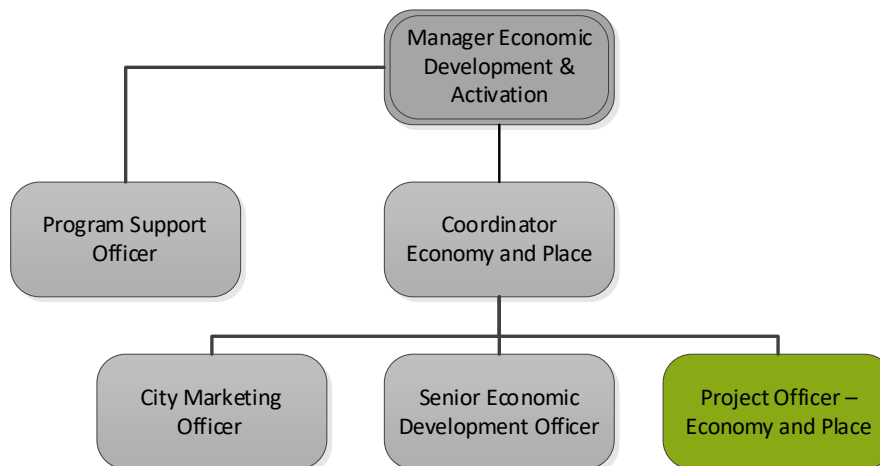


POSITION DESCRIPTION

Position Title	Project Officer – Economy and Place
Position Number	26190
Division	Sport, Community & Activation
Branch	Economic Development & Activation
Grade	14
Band and Level	Band 3 / Level 2
Special Requirements	Current drivers licence Ability to work flexible hours, including weekends and public holidays Ability to attend out of hours events and meetings
Physical and Environmental Demands	
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Welcoming - Embracing our vibrant and diverse community Prosperous – Advancing local economic opportunities and job creation Leading – A successful advocate for our people and places

Reporting Structure



Position Purpose

To coordinate and support the program of projects for the Camden LGA, with a focus on economic development and delivery of relevant strategies, including but not limited to, the Urban Design Framework (UDF), Economic Development Strategy (EDS), and Destination Management Plan (DMP). Key activities include the development and delivery of place activation initiatives and programs, review of relevant strategies and liaising with key business groups and stakeholders.

Key Result Areas

- **Project Coordination and Delivery**
- **Stakeholder Management and Engagement**
- **Branch Activities**
- **Customer Service**
- **Corporate Core Values**

Key Duties & Responsibilities

Project Coordination and Delivery

- Work collaboratively to raise the profile of Camden LGA's centres through the development and implementation of place activation initiatives and programs to grow their economic, social, cultural and environmental value, in line with relevant Council strategies.
- Proactively identify and recommend efficient and agile initiatives to activate places across the Camden LGA in consultation with the Coordinator Economy and Place
- Work across the organisation to oversee and coordinate the implementation of the Camden Town Centre Vision, and associated strategies, including the UDF.
- Maintain a sufficient knowledge base of the Camden LGA, including, but not limited to, its unique characteristics, towns and centres, population and economic profiles, trends and drivers, catalyst projects and opportunities, and destinations.
- Coordinate project meetings as required, including but not limited to, preparation of meeting agendas, meeting papers, minute taking and follow up on action items.
- Monitor and track project budget including income, expenditure and forecasting, where appropriate.
- Maintain an understanding of State and Federal Government Strategy relevant to Council strategy.
- Monitor, evaluate and report on results of place activation initiatives and programs.

Stakeholder Management & Engagement

- Be a highly visible and available point of contact into Council for place and business stakeholders.
- Proactively build and maintain strong internal and external stakeholder relationships, including, but not limited to, businesses, business groups, special interest groups, government organisations, wider industry associations and Council staff.
- Support business liaison with local businesses, networking groups, etc.

Branch Activities

- Integrate project activities and outputs with the activities of branches and units within Council to ensure coordinated solutions to community issues and needs.
- Implement Council policies, resolutions and decisions.
- Represent Council at relevant external meetings as required.
- Manage consultants and/or contractors to ensure project deliverables are met and that Council's procurement, legal, WHS and organisational requirements are adhered to.
- Develop and implement procedures and processes related to the Economy and Place function.
- Other relevant duties which may be required.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Participate in the review, development and improvement of work systems and practices to enhance customer service and meet customer needs.

Corporate Core Values

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.

Records and Information Management Responsibilities

- All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.
- Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential and Desirable Criteria

Essential

- Tertiary qualifications in a related field and/or commensurate experience in a similar role.
- Demonstrated high level understanding of the key principles of Economic Development, Event Planning and Management, Placemaking and Activation, and/or Tourism.
- Highly developed interpersonal and communication skills, including experience in producing written communication, networking, liaising, consulting and negotiating with a wide variety of stakeholders.
- Experience in collaborating with a range of internal and external stakeholders to deliver place initiatives and projects, including co-ordinating cross-Council projects.
- Experience in bringing ideas to life, from idea inception to delivery of benefits, using structured approaches and methodologies.

Desirable

- Previous experience and/or knowledge of the Local Government environment.
- Demonstrated commitment to continuous improvement, with the ability to review procedures and systems and recommend changes where appropriate.
- Knowledge of and experience in placemaking and economic development in the Western Sydney context.

Prepared By	Manager Economic Development and Activation
Date Prepared	November 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	