

Position Description

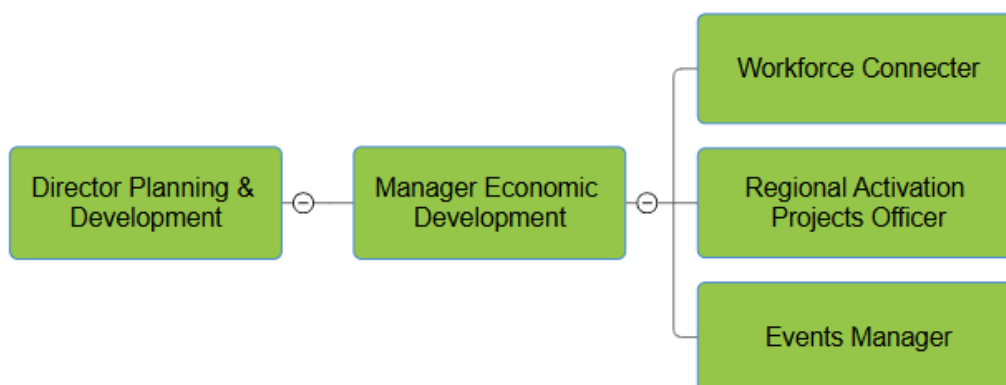
Manager Economic Development



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| Position: | Manager Economic Development (302) |
| Division | Economic Development |
| Band/Grade: | Local Government (State) Award: Band 4 Level 1 Grade 20 |
| Reports to: | Director Planning & Development |
| Number of Direct reports: | 3 |
| Location: | Max Centre, 30 Heber Street, Moree |
| Reviewed: | January 2026 |

POSITION PURPOSE

The Manager, Economic Development provides strategic leadership for Council's economic development, business growth and visitor economy functions. The role is responsible for driving local economic outcomes through business retention and attraction, industry development, grants administration, tourism, events and place promotion initiatives. The position leads the implementation of Council's Economic Development Strategy and works with business, industry, government and community partners to strengthen investment, employment and visitation outcomes across the Moree Plains Shire.



KEY DUTIES AND RESPONSIBILITIES

1. Lead implementation of the Moree Plains Economic Development Strategy.
2. Manage Council's grants programs, funding agreements and external funding relationships.
3. Lead business retention, expansion and attraction initiatives.
4. Oversee visitor economy development, events, destination marketing and place promotion.
5. Drive Central Business District (CBD) activation initiatives focused on trading, foot traffic and business vitality.
6. Build partnerships with business, tourism organisations, industry groups and education providers.
7. Promote investment opportunities and support new enterprise development.
8. Provide leadership and management of the Economic Development team and associated budgets.
9. Contribute to the effective implementation of Council's Operational Plan, Delivery Program and relevant workforce and strategic plans, taking a whole-of-organisation perspective.

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**Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the manager.*

Managerial Obligations

1. Contribute to the effective implementation of Council's Operational Plan, Delivery Program and relevant workforce and strategic plans, taking a whole-of-organisation perspective.
2. Develop, monitor and manage departmental budgets in accordance with approved financial delegations.
3. Plan, deliver and review strategic and operational projects, ensuring appropriate delegation of tasks and responsibilities.
4. Provide effective leadership and drive performance in line with Council's Code of Conduct, internal policies and relevant legislation.
5. Foster respectful, ethical and values-based communication, supporting positive and collaborative working relationships.
6. Manage and support direct reports, including approving timesheets and acting as the first point of contact for team enquiries and organisational resourcing matters.

Behaviours and Personal Attributes:

- Leadership-oriented
- Customer-focused & communicative
- Personable and outgoing
- Forward-thinking
- Adaptable

Key Relationships:

- Director Planning & Development and Regional Activation team.
- Internal and external stakeholders, Essential Service Employers, Government & Funding Partners, Business & Employment Network and Community Integration Partners.

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SELECTION CRITERIA

Essential Criteria:

1. Relevant tertiary qualification in economic development, business, commerce, economics, marketing, tourism or a related discipline, and/or significant experience in economic development, business growth, investment attraction or a comparable environment.
2. Demonstrated experience in leading economic development initiatives in a regional or rural context, including business retention and attraction, industry development, grants programs, tourism or visitor economy activities.
3. Proven leadership and people management experience, with the ability to build, motivate and manage high-performing teams and work collaboratively across the organisation.
4. Demonstrated experience in managing budgets, funding programs and resources, including oversight of grants, funding agreements and program expenditure in accordance with organisational delegations.
5. Well-developed written and verbal communication skills, including the ability to prepare professional reports, provide strategic advice and represent the organisation effectively with business, industry and government stakeholders.
6. Strong organisational skills and judgement, with the ability to manage competing priorities, delegate effectively, exercise discretion and deliver outcomes in a fast-paced and stakeholder-driven environment.

Required tickets, licences and/or qualifications:

1. Class C Drivers Licence.

Desirable Criteria:

1. Tertiary qualifications in Marketing or a related business discipline, or professional experience in strategic marketing, brand management, or market analysis
2. Previous Local Government experience.
3. General Construction Induction Card (White Card).

Pre-employment checks:

1. Pre-employment medical which may include drug and alcohol testing.
2. National Criminal History Check.

COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Councils Equal Employment Opportunity (EEO) and diversity policies and procedures.

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- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

| S | H | A | R | P |
|---|---|---|---|---|
| Safe Prioritise the safety of our team members, contractors, community and environment. | Helpful Take the initiative to help. Offer solutions. One team. | Accountable Take ownership. Have the courage to call things out. Keep others accountable. | Respectful Mutual Respect. No time for disrespect. | Productive Push for results. Drive with urgency. Focus on quality. |

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature:

Date: