

Project Officer – Economic Development

Position Description

Directorate	Office of the CEO	Department	Economic Development
Reports To	Principal Industry Lead	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 3

Position Purpose

This position will support the development and delivery of economic development programs and initiatives as outlined in our City's Economic Development Strategy that develop the local economy and provide economic outcomes for residents and the region.

Key Responsibilities and Outcomes

As a project officer and member of the Economic Development department you will:

- Assist in the planning and execution of programs and initiatives that develop the local economy and priority industries and respond to identified needs.
- Assist in research/investigations into initiatives that support industry advancement and provide opportunities for businesses to generate new opportunities and contribute to regional growth.
- Develop and maintain relationships with internal and external stakeholders including government agencies, business/industry organisations and peak bodies.
- Provide high-level administrative support, including the organisation and management of events such as workshops, seminars and external briefings to key stakeholders and maintaining economic development records and databases and other administrative and financial management.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Demonstrated experience supporting the development and delivery of business development programs and initiatives. • Excellent presentation and communication skills, both written and verbal, to engage constructively with key stakeholders. • High-level administrative and time management skills.

Qualifications
• Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.