

POSITION TITLE	Manager Community & Economy	
GROUP / DEPARTMENT	CEO Office / Community & Economy	
REPORTING TO	CEO	
DIRECT REPORTS	Coordinator Tourism & Community Coordinator Economic Development Communications & Engagement Officer	
EMPLOYMENT BASIS	Permanent Full time (70 hour fortnight) Local Government State Award	
BAND/LEVEL	Band 3 Level 4	
GRADE	Grade 16	
APPROVED BY	CEO	Date:
EMPLOYEE	Name:	Date:
	Signature:	Date:
POSITION PURPOSE		
<p>The Manager Community & Economy will drive strategic initiatives that foster economic growth, community engagement, and tourism development, positioning Edward River as a leading regional hub for business, culture, and quality of life.</p>		
ACCOUNTABILITIES		
<p>This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:</p> <ul style="list-style-type: none"> • Grant Management (including Community Grants) • Arts, Culture, Visitor and Tourism Management • Community Activation (Events, Youth, Sponsorship, Volunteers) • Community Engagement and Communications • Economic Development 		
LINKS (INTERNAL)	LINKS (EXTERNAL)	
<ul style="list-style-type: none"> • CEO • Executive Team • Leadership Team • Council staff • Volunteers 	<ul style="list-style-type: none"> • Government departments • Other Councils • Service organisations • Industry and business • Economic, tourism and community networks and partnerships • Committees and community groups • Media outlets • Residents, service users and other stakeholders 	

KEY DUTIES AND RESPONSIBILITIES

The Manager Community & Economy is responsible for driving economic growth, community engagement, and tourism development in alignment with Edward River Council's strategic objectives. This includes developing and delivering initiatives that enhance business investment, cultural programs, and social inclusion.

Key responsibilities include:

- **Strategic Leadership** – Develop and implement economic development, tourism, and community strategies, ensuring alignment with the Community Strategic Plan and regional opportunities. Ensuring accurate and effective reporting to Executive and Council meetings and attend meetings as required to represent the Community team.
- **Community & Stakeholder Engagement** – Foster partnerships with businesses, government agencies, industry groups, and community organizations to enhance economic and social outcomes.
- **Economic & Tourism Growth** – Drive investment attraction, business support programs, and tourism marketing, positioning Edward River as a regional destination of choice.
- **Grants & Funding Management** – Secure external funding and oversee grant programs to support community and economic development projects.
- **Communication & Branding** – Lead council's community engagement strategies, media relations, and digital presence, ensuring effective communication of key initiatives.
- **Financial & Performance Management** – Manage budgets, ensure cost efficiency, and track key performance indicators to measure and report on service outcomes.
- **Leadership & Team Development** – Guide and mentor staff, fostering a high-performance culture aligned with Council's values of Leadership, Excellence, Accountability, and Delivery.
- **Risk & Compliance** – Ensure safe work practices, compliance with governance requirements, and responsible management of council assets, projects, records and programs.

SELECTION CRITERIA

Essential

- Bachelor of Economics, Social Science, Business, Communications or similar, or equivalent experience in a comparable role combined with ongoing professional development.
- Proven ability to lead teams, drive innovation, and deliver strategic outcomes in community and economic development.
- Demonstrated experience in developing and implementing strategies and plans that align with organisational objectives and deliver measurable outcomes.
- Strong ability to build partnerships and work collaboratively with government, business, and community stakeholders to achieve shared goals.
- Knowledge of economic growth strategies, tourism development, business support, and community engagement.
- Experience in budget management, securing grants, and delivering projects within scope, time, and cost constraints.
- Highly developed verbal and written communication skills, including experience in marketing, media engagement, and public relations.
- Working with Children and National Police Check or willingness to obtain.
- Current Drivers Licence.

Desirable

- Experience in Local Government.
- Knowledge of Technology One software.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.