

**TOWNSVILLE ENTERPRISE LIMITED  
POSITION DESCRIPTION**

<b>Position:</b>	Regional Development Officer
<b>Team:</b>	Regional Development
<b>Reports to:</b>	Director – Regional Development & Investment
<b>Direct reports:</b>	Nil
<b>Purpose:</b>	To Connect, Grow and Promote Townsville North Queensland
<b>Strategic Pillars:</b>	Politically Powerful, Economic Leadership, Proud and Engaged Membership, Capable and Accountable.

**Position Overview**

The **Regional Development Officer** will contribute and assist in securing investment that will maximise long term economic growth for Townsville North Queensland.

- Support the Director – Regional Development & Investment in working closely with business and community leaders to plan, develop and execute regional development programs, events and projects.
- Prepare and develop policy and economic analysis, reports and submissions for both internal and external purposes.
- Contribute to the research and analysis of information and data evaluation to support the planning and implementation of regional development initiatives.
- Develop a strong and productive network of working relationships with potential Government and private sector stakeholders, effectively demonstrating Townsville North Queensland's economic strengths and opportunities to local, state, national and international audiences.
- Identify potential funding streams and programs and successfully implementing strategies to convert these opportunities into tangible revenue and employment results.

**Primary Duties and Responsibilities:**

See table overleaf.

**Organisational Values:**

<b>Excellence:</b>	We accept nothing less than quality in everything we do.
<b>Partnerships:</b>	We work together, inspire each other and use external membership relationships to achieve strategic priorities.
<b>Apolitical:</b>	We strive for what is good for the region and not for what is good for politics.
<b>Creative:</b>	We are innovative and imaginative in creating an exciting and vibrant future for our organisation and the region.
<b>Bold:</b>	We are courageous and stand by our convictions.

*The Townsville Enterprise team connects strongly with these values and demonstrates them in all aspects of their roles.*

**Essential Capability Criteria:**

- Demonstrated ability to deploy analytical skills to prepare and interpret information and economic, demographic, and other statistical data.
- Relevant experience in investment / political / commercial roles.
- Outstanding communication, presentation and negotiation skills and a proven ability to effectively manage diverse stakeholder relationships and influence outcomes throughout business and government.

- A strong work ethic, results oriented and an objective to deliver outcomes to enhance the economy of Townsville North Queensland.
- Provision of administrative, business and project support.

**Qualifications - Essential:**

- A relevant tertiary qualification and/or extensive relevant experience in economics, business or commerce.

**Qualifications - Desirable:**

- Familiarity with Townsville North Queensland industries, economic sectors, development and business issues.
- Strong understanding of government, government agencies, political processes and the ability to network with government agencies, private sector and the general public.
- Demonstrated capability to prepare and present correspondence, reports, submissions and funding proposals of a complex and substantive nature.

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All applicants must be willing to work flexible hours and to participate in work-related travel where required.

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Townsville Enterprise Limited promotes an environment where professional development and learning is encouraged with each staff member expected to take an active role in driving their personal development in tandem with the formal review and development process.

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I acknowledge that I have read and understand the contents of the Position Description.

Name: .....

Signature: .....

Date: .....

**Attachment A: Table of Duties and Responsibilities**

Strategic Pillar & Organisational Goals	Key objectives	Measures of success
<p><b>Politically Powerful</b></p> <p><i>Influence all levels of Government as a respected, apolitical and bold advocate for Townsville North Queensland</i></p>	<p>Support the Director – Regional Development &amp; Investment in preparation and co-ordination of:</p> <ul style="list-style-type: none"> <li>• Advocacy <ul style="list-style-type: none"> <li>○ Advocacy documents for State and Federal Government submissions;</li> <li>○ Co-ordination of regular meetings with politicians, Director Generals and local agencies;</li> <li>○ Co-ordinate regular meetings with local government;</li> <li>○ Collation of major industry contacts and co-ordination of Townsville Enterprise briefings to industry;</li> <li>○ Co-ordination of the industry Working Groups.</li> </ul> </li> <li>• Reporting and Administration: Undertake tasks including compiling statistics, meeting preparation, minute taking and drafting reports.</li> </ul>	<ul style="list-style-type: none"> <li>• 6-month Calendar of meetings;</li> <li>• Schedule and forward plan for submissions with deadlines met;</li> <li>• Collation of action items from Working Groups;</li> <li>• Timeliness and quality of all output to both internal and external stakeholders by the Regional Development &amp; Investment Team.</li> </ul>
<p><b>Economic Leadership</b></p> <p><i>Work with regional Stakeholders to deliver a shared Economic Development Agenda focused on enabling infrastructure, increasing visitation and investment attraction whilst providing economic information, credible research and insight on Townsville North Queensland</i></p>	<p>Investment</p> <ul style="list-style-type: none"> <li>• Develop a strong and productive network of potential investors;</li> <li>• Support the collation of Townsville North Queensland’s investment attraction collateral;</li> <li>• Assist in the co-ordination of the economic data, including engaging consultants to provide the analysis.</li> </ul> <p>Skills Attraction</p> <ul style="list-style-type: none"> <li>• Liaise with the Visitor Economy &amp; Marketing department to put together effective Regional Development campaigns;</li> <li>• Support the relationships between the Working Groups and the local stakeholders to ensure the right skills are developed and attracted to the region;</li> <li>• Identify potential funding streams and programs and successfully implement strategies to convert these opportunities into tangible revenue and employment results.</li> </ul>	<ul style="list-style-type: none"> <li>• A high-quality investment prospectus;</li> <li>• Quarterly Economic Snapshot for the Townsville North Queensland Region;</li> <li>• High quality delegations which target appropriate potential investors and represent the region;</li> <li>• A permanently up to date forward program for delegations and reciprocal visits by potential investors;</li> <li>• Clear articulation of State and Federal elections, budgets, programs and grants;</li> <li>• Reports provided as requested;</li> <li>• Regional unemployment statistics provided monthly.</li> </ul>

<p><b>Proud and Engaged Membership</b></p> <p><i>Ensure Members and Partners are engaged, well informed and proud ambassadors for the region and the organisation</i></p>	<p>Effective contribution to membership satisfaction.</p>	<ul style="list-style-type: none"> <li>Evidence of positive engagement with allocated members / partners.</li> </ul>
<p><b>Capable and Accountable</b></p> <p><i>Financially sustainable with a team of high performers that can leverage the passion and capabilities of all Stakeholders to achieve regional growth</i></p>	<ul style="list-style-type: none"> <li>Be professional in all representations of Townsville Enterprise;</li> <li>Active and enthusiastic contribution to team commitments as required including report writing, meeting participation, presentation preparation and delivery, travel requirements, event assistance and participation;</li> <li>Active contribution to a culture of permanent improvement.</li> </ul>	<ul style="list-style-type: none"> <li>A positive professional profile amongst stakeholders;</li> <li>High level team contribution and conduct within the Regional Development &amp; Investment unit and Townsville Enterprise as a whole;</li> <li>Suggestions and contributions to initiatives which improve the performance of the Regional Development &amp; Investment unit and Townsville Enterprise as a whole.</li> </ul>