



## POSITION DESCRIPTION

### Manager Tourism and Economic Development (Maternity Relief)

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| <b>Position Title</b>  | <b>Manager Tourism and Economic Development</b> |
| <b>Position Number</b> | <b>5010</b>                                     |
| <b>Directorate</b>     | <b>Community Development</b>                    |
| <b>Reports To</b>      | <b>Director Community Development</b>           |
| <b>Award Level</b>     | <b>Above Award</b>                              |

#### Position Objective

Provide leadership and direction to promote Tourism and Economic Development within the Cloncurry Shire and region and support projects and initiatives that result in tourism and economic sustainability for the Cloncurry Shire and region.

#### Key Responsibilities

##### Tourism

- Provide overall management and direction of day to day provision of services in the Tourism functions of Council
- Manage staff within the section including staff job/duty allocations, staff meetings, to ascertain progress of works and planning for future works
- Act as Council's representative with local and regional tourism organisations and groups, for example Matildas Way and Overlanders Way
- Develop and initiate the Cloncurry Tourism Strategy and associated marketing plans for the Shire including implementing print, electronic and social media platforms relating to Tourism and Economic Development activities
- Ensure flexibility to work outside of normal business hours (including weekends) where required

##### Economic Development

- Identify sectorial opportunities in the main Cloncurry industry sectors such as mining, agriculture and tourism
- Develop economic profiling to identify economic opportunities for the Shire
- Research and provide economic opportunities to Senior Management, Council and the community
- Develop strategic partnerships with high level internal and external stakeholders to grow ideas, manage customer relations and to effectively deliver projects
- Develop and implement an Economic Development Plan
- Act as Council's representative with local and regional economic development organisations and groups, for example MITEZ.

- Identify and prepare funding submissions to aid with the delivery of the Economic Development Plan and associated objectives;
- Provide secretarial support to the Local Business Network

#### **Other**

- Provide support to the Community Development team with the delivery of major events and key projects;
- Other duties as reasonably requested within the scope of the position

### **Key Attributes and Experience**

- Must possess a high level of commitment to excellence in customer service to both internal and external customers;
- Well-developed organisational skills and the ability to prioritise workload;
- Developed ability to delegate and ensure that a well-balanced department exists, including high levels of multiskilling to minimise the impact of seasonal fluctuations and absences.
- Excellent organisational and administrative skills to achieve results in line with set goals and objectives
- Excellent level of oral and written communication and interpersonal skills
- Demonstrated experience in developing supportive relationships with small, medium and large businesses and industries
- Knowledge of State and Federal economic development, tourism, business advice and assistance programs;
- Demonstrated knowledge of the tourism, marketing and communication industries
- Previous experience in a similar role within Local Government, a regional tourism or development body or private industry is highly desirable.

### **Qualifications**

- Tertiary qualifications in marketing, tourism, commerce, economics, development or a similar discipline;
- Demonstrated experience in tourism and economic development is highly desirable for a substantial number of years, including working at a senior/management level;

### **Workplace Health and Safety Obligations for Employees and Officers**

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.



## Remuneration Schedule

### Manager Tourism and Economic Development (Maternity Relief)

#### REMUNERATION SCHEDULE – SALARY AND CONDITIONS

##### Manager Tourism and Economic Development

This schedule commences from 29 June (negotiable) and remains in force until December 2021, or by agreement in writing between the employee and Council.

The remuneration package and conditions will include the following:

1. Commencement salary shall be \$80,000 per annum and inclusive of all work allowances unless listed. The employee is not entitled to receive Certified Agreement or Award increases and overtime does not form part of this contract.
2. Provision of an unfurnished Council house (to be advised) shall be provided rent free with the exception of a \$600 bond paid to the RTA. The employee is responsible for electricity, telephone/internet connections and responsible for yard maintenance in accordance with Council's Housing Policy.
3. Five (5) weeks annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months service as per the certified agreement.
4. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days.
5. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 50 minutes unpaid lunch break. However, acknowledges that where necessary, work is required outside of these hours in accordance with clause 12 of the Contract of Employment.
6. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the requirements of the *Local Government Act 2009*. The current rate is 9.5% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions and subject to conditions set down by the Australian Tax Office.
7. Uniforms and protective clothing are to be provided in accordance with relevant Council policies.