



Job and Person Specification

Position:	Project Development Facilitator
Department:	Governance
Reports to:	General Manager
No of Direct Reports:	Nil
Award / Level:	Professional 2
Incumbent:	Vacant
Date:	

POSITION OBJECTIVE

The Project Development Facilitator is responsible for guiding the development of concepts, ideas and priorities into reality through potential projects; managing these projects through the planning and development stages; and ensuring effective communication and engagement with the community and stakeholders throughout the process.

The Project Development Facilitator plays a key role in driving the economic strategy for the Council. This role focuses on implementing plans and projects that aim to grow the economy, diversify our economic base, and improve the community's liveability and wellbeing.

This role requires a strategic thinker with strong organisational, communication, and project management skills to drive projects from inception into reality successfully.

This position requires a commitment to our organisational values, which include teamwork, open and honest communication, integrity, respect, and a positive, proactive attitude.

Key Responsibilities:

1. Governance & Corporate Planning

- 1.1. Deliver agreed project and economic development related activities within Council's Annual Plan including providing updates/reports on progress.
- 1.2. Assist in preparation of internal and stakeholder communications materials to progress the Break O'Day Council's economic development focus.

Performance Measure:

- a) *Meet all assigned Annual Plan activities.*

2. Concept Development:

- 2.1. Lead the conversion of priorities identified in strategic documents into clearly scoped projects.
- 2.2. Facilitate brainstorming sessions and workshops to generate innovative ideas and concepts.
- 2.3. Evaluate and refine ideas to align with Council's goals, strategic directions and key focus areas.

- 2.4. Conduct feasibility studies and risk assessments to determine the viability of proposed projects.

Performance Measure:

- a) *Development of clearly scoped projects*
- b) *Completeness of feasibility studies and risk assessments*

3. Project Planning and Development:

- 3.1. Research and prepare detailed project proposals for consideration by senior management and the Council.
- 3.2. Lead the conversion of concepts and priorities identified within strategies into projects through:
 - Developing comprehensive project plans
 - Identifying and managing potential risks and issues, implementing mitigation strategies as needed
 - Coordinating and liaising with internal and external stakeholders; consultants; and Council Departments
 - Preparation of designs and specifications as required to fit within available budgets and to meet the needs of stakeholders.
 - Engaging, consulting and communicating with communities and organisations.
 - Securing the necessary approvals and permissions to enable projects to proceed to procurements
- 3.3. Facilitate and manage delivery of projects linked to regional initiatives directly affecting Break O’Day, for example the East Coast Strategic Regional Partnership.
- 3.4. Assist with the preparation of grant submissions for projects as part of Council’s grant writing team.

Performance Measure:

- a) *Comprehensive and complete project proposals are developed*
- b) *Delivery and completion of projects related to the East Coast strategic Regional Partnership*

4. Project Management:

- 4.1. Manage the execution of project plans to ensure project outcomes are achieved on time, on budget and to the quality required within the project scope.
- 4.2. Monitor project progress and performance, providing regular updates to stakeholders.
- 4.3. Undertake procurement of external suppliers, contractors and partners as required for project execution.
- 4.4. Supervise grants on projects being delivered including milestone reporting, acquittals and keeping funding agencies up to date.
- 4.5. Work with the communications team to prepare and deliver a communication/ engagement plan reflecting Council’s Community Engagement Strategy.
- 4.6. Evaluate completed projects to identify lessons learned and opportunities for improvement.

Performance Measure:

- c) *Projects are completed within the agreed timeframes and in accordance with requirements.*
- d) *Procurement activities are undertaken in accordance with Council’s policies and procedures.*
- e) *Grants are effectively managed with reporting and acquittal requirements being met.*
- f) *Community engagement and communications activities are effectively undertaken.*

5. Economic Growth & Strategy

- 5.1. Review and implement Council's Economic Strategy.
- 5.2. Lead development of initiatives which enhance economic growth, job creation and investment in the Break O'Day area.
- 5.3. Represent and promote the Break O'Day area on economic development within the community, business sector, and at regional and state levels.

Performance Measure:

- a) *Identified economic development initiatives are completed within the agreed timeframes and in accordance with requirements.*
- b) *Implementation and review of Economic Development Strategy*

6. Organisational

- 6.1. Build and enhance relationships that support other team members and reflect the agreed organisational values.
- 6.2. Develop and foster high levels of respect and satisfaction from the community and stakeholders dealing with Council through a customer service focus.
- 6.3. Promote and contribute to Council's reputation as an effective, efficient, and responsive organisation with a focus on innovation and problem solving.
- 6.4. Take responsibility for your own and others safety by complying with all relevant safety policies and procedures.

Performance Measures:

- a) *Effectiveness of the relationships within the organisation*

Selection Criteria/Person Specification	
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> • Tertiary qualifications or substantial job-related experience in business, economics, or a related field
SELECTION CRITERIA	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Proven ability to research, think strategically and creatively to solve complex problems and develop informed and considered positions. • Demonstrated ability and experience in the management of projects. • Demonstrated understanding of economic development and the roles the Council can play in facilitating this activity in a local context. • Well-developed interpersonal skills including the ability to consult, negotiate and liaise effectively with a diverse range of people. • Ability to assess priorities and manage multiple tasks effectively with a high degree of flexibility and confidentiality. • Demonstrated computer literacy, in particular high-level competency in MS Office <p>DESIRABLE</p>

	<ul style="list-style-type: none"> • Demonstrated experience in a similar position. • Sound understanding of funding sources for economic/business opportunities. • Understanding of grant writing techniques or written communication skills which could be developed.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • An approachable and helpful nature • An enthusiastic personality with an ability to show initiative. • Enjoys being part of a productive high performing team. • Excellent 'client/customer service' is appreciated and demonstrated.

Other Specifications	
DELEGATIONS & AUTHORITY	N/A
JOB REQUIREMENTS	Current Drivers License
EEO	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment
OTHER	Flexibility to attend meetings outside of normal business hours
TRAINING	Will be provided

By accepting this position, the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within the Council's systems that is not directly relevant to their work.

Employee Signature: _____ Date: ___ / ___ / ___

Approval By General Manager _____ Date: ___ / ___ / ___