Economic Development & Industry Engagement Advisor
POSITION DESCRIPTION



Position Number:	3552
Department:	Office of the CEO
Section:	Advance Rockhampton
Unit:	Economic Development
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Senior Advisor Economic Development
Revised:	October 2025

General Position Statement

The Rockhampton Region is the economic capital of Central Queensland and is entering a strong growth phase. Advance Rockhampton as the economic development and marketing arm of Rockhampton Regional Council requires an enthusiastic economic adviser with communication and collaborative skills. This position will assist with industry engagement, trade and investment attraction.

This position supports Council's direction by providing advice, support and assistance in delivering economic outcomes to the Rockhampton Region. You will be a part of and support the Advance Rockhampton Economic Development team, using data analysis skills to support strategic industry and business growth outcomes.

You will also facilitate the development of trade and business growth by engaging with industry participants while growing the Advance Rockhampton brand.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities:

- Provision of support to the Economic Development team on industry engagement, creation of employment opportunities and facilitating business growth.
- Provide communication, engagement and specialised advice to support projects, campaigns and strategic growth within the Economic Development team.
- Undertake responsibility in developing and managing of the stakeholder engagement plan.
- Assist the Economic Development team and use data analysis to prepare investment attraction campaigns and economic development materials.
- Preparation of correspondence and regular statistical reports, including regional economic analysis.



- Organise events to support internal and external communication and engagement objectives, including community and government agency engagement, media liaison and other promotional and educational activities.
- Act as the key contact for businesses and job seekers to support in their relocation to the Rockhampton Region.
- Assist in the development and implementation of a suite of resources and marketing material promoting the relocation of businesses and job seekers to the Rockhampton Region.
- Undertake research and analysis, and liaise with internal and external stakeholders to ensure communication, engagement and project activities are effective and maintain a strong customer focus.
- Facilitate workshops and other public engagement activities when required.
- Project manage the early phases of regional business capacity-building events.
- Undertake meeting management including preparation of agendas, recording and preparation of minutes.
- Conduct all activities in a manner that promotes a productive, enduring, mutually respectful relationship with target audiences.
- Undertake general administrative duties including mail distribution, registration of documents in ECM, filing and other duties as directed with the ability to act with high extent of autonomy to undertake the position responsibilities.
- Refer matters that may impact upon the business, Council and employees to the supervisor.
- Undertake other relevant duties as directed, consistent with skills, competency and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Understanding of the fundamentals of economics, stakeholder engagement and business development.
- Stakeholder engagement and liaison skills, including planning, communication and facilitation knowledge.
- Technical skills, knowledge and experience in the application of communication and stakeholder engagement practices.
- Demonstrated experience using a data driven approach to economic development by using data analysis and research skills.
- Demonstrated ability to research and draft replies to correspondence, reports and other documentation.
- Knowledge of or the ability to quickly adapt to relevant legislation and standards pertaining to Local Government.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.



- Decision Making – Ability to use good judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.

Qualifications

- Degree qualification relevant to the position Economics or Commerce (or related discipline) and/or equivalent demonstrated experience.

Desirable Qualifications and Experience

- Experience in a local government environment.
- Experience working within an economic development, data analysis, stakeholder engagement or management environment.
- IAP2 accreditation

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	