

# Economic Development Coordinator

## Position Outline

<b>Position</b>	Economic Development Coordinator
<b>Work Location</b>	23 West Street, Administration Building
<b>Directorate</b>	Community Services
<b>Section</b>	Economic Development
<b>Reports to</b>	Manager, Economic and Community Development
<b>Annual Salary Band</b>	\$105,327.00 to \$111,794.00
<b>Classification</b>	Level 6, Mount Isa City Council Certified Agreement 2024
<b>Engagement Type</b>	Full-Time, Ongoing

### POSITION OBJECTIVE

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You will be responsible for planning, organising, and implementing strategies that foster economic growth within the community. This role involves attracting new businesses, supporting existing businesses, and coordinating initiatives that enhance Mount Isa's economy. The position requires strong analytical, communication, and project management skills to collaborate effectively with government agencies, businesses, and community organisations. You will lead a team of mixed professions which deliver on the Mount Isa Future Ready Economy Roadmap.

### POSITION REQUIREMENTS

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- Demonstrated experience in an equivalent position, preferably in a similar sized organisation.
- Experience in economic development, public policy, or community planning.
- Proficiency in data analysis, grant writing, and stakeholder engagement.
- Demonstrated sound knowledge of relevant legislative requirements, best practise and ability to manage and oversee multiple project development.
- Demonstrated experience supervising and developing staff to meet organisational objectives.
- High level of strategic ability to develop and implement plans, budgets and operational protocols.
- High level of oral and written communication skills and computer literacy with proven report writing ability.
- Current QLD Driver's Licence or ability to acquire a licence prior to commencing in the role.
- A current working with children "Blue Card" is essential or ability to acquire prior to commencing in the role.

### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- Effectively supervise and mentor a team of mixed professional staff.
- Oversee business unit operational, administrative and customer service functions.
- Develop and monitor programs, policies, and procedures relating to economic development.

- Manage and support grant applications and projects that support the Future Ready Economy Roadmap and its strategies.
- Ensure the delivery of efficient, effective services throughout the Council area.
- Develop and monitor Economic Development operational plans (yearly operating strategy) and budgets.
- Ensure completeness and accuracy of Economic Development reporting.
- Oversee and assist when required the functional areas of the Economic Development team.
- Review and implement procedures to provide effective management and leadership of the Economic Development team.
- Liaise professionally with other departments and stakeholders (employers, schools, community groups, etc.) to maintain compliance and deliver programs and services.
- Proactively pursue opportunities for continuous improvement and grants/funding.
- Ensure compliance with Council procurement policies and procedures.
- Ensure best practice for community and stakeholder engagement.
- Oversee the Marketing and Communications team in Council.
- Work closely with senior and executive management across economic development and marketing opportunities.
- Actively contribute to the team and promote best practice.
- Maintain professional standards and integrity.
- Promote the image of Council and the maximisation of good relations with the public.
- You are required to follow any other lawful and reasonable directives provided by your Supervisor.

*Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.*

#### **KEY PERFORMANCE INDICATORS**

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- Effective function of Council's Economic Development functions in accordance with relevant legislation and recognised industry standards.
- Effective and efficient supervision and development of staff, including regular performance review and feedback and responsibility/accountability for operational health and safety.
- Attainment of budget targets both in terms of outputs and financial constraints.
- Display professionalism, integrity and customer service focus as a representative of Council.
- Develop, implement and seek to improve on the units operations, policy and procedures.
- Promote and comply with Council's policies and procedures.
- Achievement of other targets outlined in a Performance Review.

#### **WORK HEALTH AND SAFETY**

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All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

## WHAT'S IN IT FOR YOU?

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When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## MOUNT ISA CITY COUNCIL'S VALUES

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

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### What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	10 January 2026
Review Date	
Contact	Human Resources
Closing date	4 February 2026