



APPLICANT PACK

Manager Economic Development

Toowoomba Regional Council



**Leading
Roles**

People ▶ Performance ▶ Partners



**TOOWOOMBA
REGION**

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We respectfully acknowledge the Traditional Owners, the Jagera, Giabal and Jarowair tribes as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Toowoomba is Australia's second largest inland city supporting diverse townships in the council area and acting as a service centre for Southwest Queensland and Northwest NSW. The Toowoomba region has a long and proud agricultural history and has twice been voted in the top five most family friendly cities in Australia. Toowoomba has a population of about 105,000, is situated approximately 700 metres above sea level on the edge of the Great Dividing Range and is located 127kms or a 90-minute drive west of Brisbane. With its own unique history and stunning landscapes, the Toowoomba region offers many opportunities for trade, tourism and investment opportunities.

Position Overview

Toowoomba Regional Council is now seeking a Manager Economic Development to foster economic development opportunities in the region, with a focus on the resource, education, health, transport and infrastructure sectors for the benefit of the thriving community.

Organisational Performance

Reporting to the General Manager Planning and Development and working alongside other Managers in the Planning and Development Services Group, you will build and lead a small team, working together to develop and deliver strategies that support Council to achieve its vision for the region. Council is seeking a collaborative, energised and innovative economic development professional to lead this function.



Key Responsibilities

- Develop and deliver economic development strategies that position Council to achieve its vision for the region including the development of trade and investment attraction.
- Build and strengthen positive relationships with key stakeholders to achieve the best outcomes for Council and the community.
- Lead and manage divestment of major land projects that support Council goals.
- Promote a collaborative, 'One Team, People First' culture within your team.
- Manage the day-to-day operations of the team to ensure organisational outcomes are achieved.

Opportunities & Challenges

This position brings many opportunities to work alongside a highly motivated management team to drive economic prosperity in the region including:

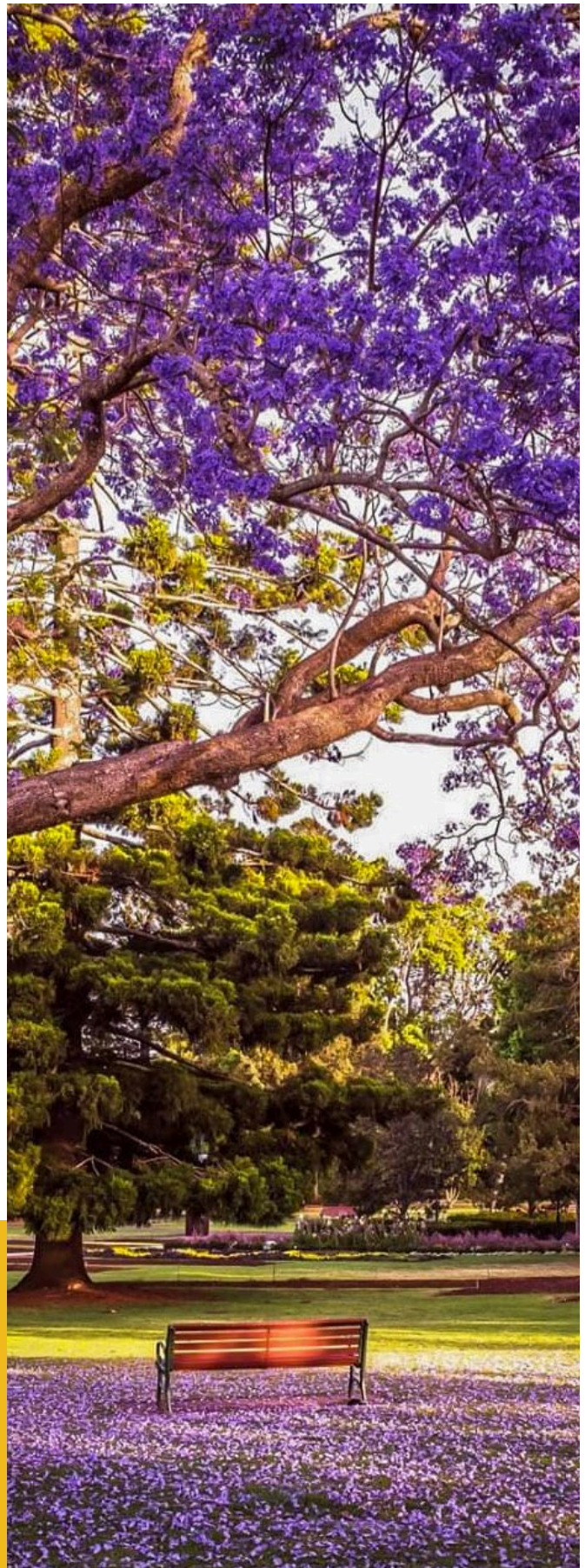
- *Strategic Planning:* Lead the planning, resourcing and delivery of the 2024 – 2029 Economic Development Strategy.
- *Strategic relationships:* initiate, grow and develop key relationships with industry, community groups and government partnerships. This position will enjoy a direct working relationship with the Mayor, ensuring Council is closely aligned to the community's vision.
- *Cross functional collaboration:* Participate in regular collaboration within the directorate, leveraging shared research and resources, enhancing the team's capabilities and outcomes.
- *Team Development:* Recruit, grow and develop a specialist Economic Development team.
- *Exceptional Team Culture:* The leadership team has spent a great deal of time and effort creating an outstanding workplace culture. This has resulted in high staff retention, a willingness to contribute, and a positive work ethic. The council is seeking a leader who will protect and enhance this positive workplace culture within the team.

Special Projects

The Manager Economic Development will be actively involved in significant projects and programs of work that enhance the prosperity of the region including:

- Divestment of significant landholdings – this will require oversight from a planning and probity perspective.
- Central Highfield City Centre Development – a 20-ha development that includes commercial interests and residential housing. While the master plan has been approved, this is a significant commercial project that will require active involvement by the Manager Economic Development.

Council is seeking an experienced Manager Economic Development with advanced project management skills and property divestment experience to facilitate favourable outcomes.





Stakeholder Engagement

Central to this role will be the ability to effectively engage with stakeholders such as elected members, other levels of government, emerging industries, commercial entities, local authorities, committees and the community. Interacting and engaging with stakeholders at all levels in a proactive and positive manner will be critical to success in this role.

Workforce Leadership

The Manager Economic Development will lead a small but focused team of approximately five staff, with responsibility for Economic Development, Investment and Special Projects. The team will have a focus on commercial attraction, the upcoming Olympic Games and nurturing the relationship and opportunities that come with the sister city portfolio.

Council is seeking a values based, people focused leader to establish and develop the capability of this team. This role will suit an individual who enjoys a hands-on mentoring style of leadership, building the team's capability with dedicated skill development. Council has invested heavily in creating a positive, engaged, service orientated culture where staff feel valued and teamwork and innovation are encouraged and they would like to see this legacy continued.



Personal Attributes

Toowoomba Regional Council is seeking an engaged, energised, outcomes focused economic development leader who is aligned to Council's values to become a trusted advisor to the General Manager Planning and Development, Executive Team and elected members. Strong leadership skills, an innovative mindset and outstanding communication skills are crucial. This role will require a creative, patient and agile approach to comply with the governance framework of local government. The ability to work within a flat structure will be essential.

Council values a leader who demonstrates integrity and decisiveness while having a strong community focus and relationship development skills. Exceptional verbal and written communication skills are crucial for effective influence and collaboration among a diverse range of stakeholders.



Qualifications & Skills

- Experience at a similar scope and scale to this position leading an economic development function. Local Government experience highly regarded, but not essential.
- Substantial knowledge and understanding of legislation applicable to economic development in local government in Queensland, or the ability to quickly acquire due to relevant experience in other jurisdictions or settings.
- Demonstrated ability to influence and negotiate with a wide range of stakeholders to achieve positive and sustainable outcomes.
- Demonstrated ability in developing and leading a motivated, high performing team to achieve Council's corporate goals and community aspirations.
- Qualifications consistent with the role which may include: Bachelor's degree in business management, commerce, economics or other related discipline from a recognised University; or equivalent experience.



Salary Package Information

Toowoomba Regional Council offer a wide range of benefits to their employees. Council value their employees and aim to create an inclusive workplace with great work/life balance.

Benefits for this role include:

- Generous salary package including vehicle allowance.
- Three-year executive contract.
- Relocation Assistance negotiable.
- Salary sacrifice provisions.
- Financial planning available through LG Super.
- Flexible work arrangements.
- Employee Assistance Program (EAP).
- Corporate rates for private health cover.
- Membership discounts at the Milne Bay Aquatic Centre and Highfields Fitness and Recreation Centre.
- Free flu vaccinations and skin checks.
- Opportunities for professional and career development.



 **ADMINISTRATION**

About Council

Toowoomba is the second-most-populous inland city in Australia after Canberra and is often referred to as the capital of the Darling Downs. The city is renowned for its annual “Carnival of Flowers” and its beautiful parks and gardens, earning it the title “Garden City”.

The Toowoomba Regional Council governs an area of 12,973 square kilometers, encompassing the main urban centre of Toowoomba and regional centres such as Oakey, Pittsworth, Millmerran, Highfields, Crows Nest, Clifton, Greenmount, Goombungee and Yarraman, along with numerous smaller townships. The council, composed of 11 councillors including the Mayor, employs approximately 1600 staff members dedicated to providing a wide range of services and infrastructure to the region's 178,500 residents.

Strategically located on the Great Dividing Range, Toowoomba serves as a crucial road, rail and air freight hub. Significant infrastructure projects like the Toowoomba Bypass, Toowoomba Regional Council Principal Depot in Charlton, and Toowoomba Wellcamp Airport underscore its importance.

The region is poised for substantial growth, with the population expected to increase by approximately 66,600 over the next 30 years. To manage this growth, the Toowoomba Regional Council is developing a new Planning Scheme and infrastructure plan, slated for completion by May 2026.

Toowoomba's economy is diverse, transitioning from its agricultural roots to encompass a wide range of business, investment and employment opportunities. The region's gross regional product is \$11.73 billion, supporting around 81,000 local jobs, with health care and social assistance being the largest industry.



Links to Council Information



Organisational Structure





Living in the Region



Housing

Housing in the Toowoomba region offers a range of options to suit diverse needs and budgets. From modern apartments and townhouses in the urban centre to spacious family homes and rural properties in the surrounding areas, there is something for everyone. The region is known for its affordable housing market compared to larger cities, making it an attractive choice for families, professionals and retirees.



Educational Facilities

In the Toowoomba Regional Council area, educational options abound. Public institutions like Toowoomba State High School and Rangeville State School offer quality education alongside private schools such as Toowoomba Grammar School and Fairholme College. Tertiary education is also well-represented with the University of Southern Queensland (USQ) and TAFE Queensland's Toowoomba campus providing diverse academic and vocational pathways for students.



Healthcare

The Toowoomba Regional Council area is well-equipped with hospitals and supplementary facilities. The Toowoomba Hospital serves as a primary healthcare provider, offering a range of medical services and specialist treatments. Additionally, there are several medical centres and clinics scattered across the region, ensuring accessible healthcare for residents. Specialised services such as mental health support and rehabilitation programs further complement the healthcare landscape, providing comprehensive care for the community.



Living in the Region



Shopping & Dining

The Toowoomba Regional Council area boasts a vibrant shopping and dining scene, catering to diverse tastes and preferences. Retail hubs like Grand Central Shopping Centre and Clifford Gardens offer a wide selection of shops, from major retailers to boutique stores. When it comes to dining, the region is a culinary haven, with a plethora of restaurants, cafes and eateries serving up an array of cuisines, from hearty Australian fare to international delicacies.



Sports & Recreation

In the Toowoomba Regional Council area, recreational enthusiasts are spoilt for choice with numerous sporting and outdoor facilities. Sporting clubs abound, catering to a wide range of interests, from rugby and cricket to soccer and tennis, providing opportunities for both competitive and casual play. The region's picturesque parks and gardens offer ideal settings for outdoor activities such as hiking, cycling and picnicking, allowing residents to immerse themselves in nature's beauty. For those seeking adrenaline-pumping adventures, nearby destinations like the Great Dividing Range provide ample opportunities for camping, bushwalking and exploring the great outdoors. The Toowoomba region offers endless avenues for recreation and relaxation.



Getting Around

From Brisbane, Toowoomba is approximately a 1.5 to 2-hour drive via the Warrego Highway, making it easily accessible by car. For those preferring air travel, the region is served by the Toowoomba Wellcamp Airport, offering domestic flights to destinations such as Sydney and Melbourne. Additionally, there are regular bus services connecting Toowoomba to nearby cities, providing another convenient mode of transportation for travellers. Toowoomba has public transport services operated by TransLink throughout the city connecting key locations such as residential areas, shopping centres, educational and healthcare facilities.



Discover Toowoomba



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Experience at a similar scope and scale to this position leading an economic development function, ideally within local government.
- Substantial knowledge and understanding of legislation applicable to economic development in local government in Queensland, or the ability to quickly acquire due to relevant experience in other jurisdictions or settings.
- Demonstrated ability to influence and negotiate with a wide range of stakeholders to achieve positive and sustainable outcomes.
- Demonstrated ability in developing and leading a motivated, high performing team to achieve Council's corporate goals and community aspirations.
- Possession of mandatory qualifications consistent with the role which may include: bachelor's degree in business management, commerce, economics or other related discipline from a recognised University.



Applications Open

- Friday 21 June 2024



Applications Close

- 5pm Monday 15 July 2024



Initial Assessment

- Week Commencing 15 July 2024



Council Interviews

- Week Commencing Monday 29 July 2024 (TBC pending panel availability)

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



Belinda Walker

Executive Talent Consultant




Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

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 belinda.walker@leadingroles.com.au



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ATTACHMENT

Position Description

POSITION DESCRIPTION

Manager Economic Development – 1032 – Planning & Development Services Group

ABOUT COUNCIL

The Toowoomba region is about rich traditions and bold ambitions. Our long and proud agricultural history has evolved Toowoomba into Australia's second largest inland city supporting diverse townships in the council area and acting as a service centre for South West Qld and North West NSW. The region is boldly forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Growth hasn't come at the expense of liveability though, with Toowoomba twice voted in the top 5 most family friendly cities in Australia.

Toowoomba Regional Council (TRC) services a regional population of more than 178, 000 and employs a team of approximately 1,800 staff, dedicated and passionate about delivering excellent customer service to the community, residents, and visitors throughout the region. We recognise that our success depends upon attracting and retaining skilled and talented staff and offer a wide variety of interesting challenges and opportunities to develop your career.

ABOUT THE PLANNING AND DEVELOPMENT SERVICES GROUP

There are five (5) Groups within TRC, including the Planning and Development Services Group (PDSG), led by the General Manager, and consisting of four (4) branches:

- **Economic Development**
- Place
- Planning, and
- Development Infrastructure and Growth

Each branch (above) is led by a manager, including this one, the Manager, Economic Development. We also have a Business Services and Development Concierge Team and a Special Projects Team who work across our group, under the office of the General Manager.

PDSG is responsible for a diverse portfolio including: development engineering; development and strategic planning; economic development; development concierge; special projects; development infrastructure and infrastructure growth; infrastructure charges; plumbing compliance; building certification; architecture and heritage services; urban design and landscape architecture services; environmental planning; and land use planning. The Manager Planning is responsible for development assessment services.

Across our Group, we support a 'One Team, People First' culture, with a values-based and service focussed approach, enabled by an agile and adaptable workforce.

OUR VALUES AND BEHAVIOURS



To view our Organisational Values and Behaviours in more detail, click [here](#).

POSITION DETAILS

Position Title:	Manager Economic Development (1032)
Group:	Planning & Development Services Group
Branch:	Economic Development
Section:	Branch Management
Current Location:	Toowoomba
Status:	3 Year Full-Time Contract
Classification:	Manager
Job Family:	Manager / Executive / General Manager
Date last reviewed:	May 2024

POSITION OBJECTIVE – WHAT YOUR GOAL IS

The PDSG is committed to facilitating good development for our region and the Economic Development Branch is integral to this.

You will lead a team of approximately 12, divided into two functional areas being economic development and investment; and special projects.

You will stand out as a positive, values-based leader who adds value through their success in cultural change, project leadership, international relationship management, commercial development facilitation, policy review and enhancing regional prosperity through leveraging key stakeholder relationships.

You will bring an innovative and collaborative approach to working as an important member of our leadership team in promoting economic and strategic development outcomes to achieve Council's objectives, which meet stakeholder needs, and support the aims of relevant legislation and instruments for the benefit and prosperity of the community. You will drive strategies to capitalise on emerging economic development programs by engaging with industry networks, including state and federal government agencies. You will have a strong understanding of external funding arrangements available to assist in financing Branch initiatives.

POSITION RESPONSIBILITIES – HOW YOU WILL ACHIEVE YOUR GOAL

You will be accountable for:

Corporate Accountabilities:

1. Providing values-based leadership and support for team members by fostering a culture that values people and encourages and supports teamwork, innovation, openness, participation, and quality relationships.
2. Developing and delivering strategies that position the Branch, the Group, and Council to achieve its vision for the region.
3. Leading and/or managing extensive projects / programs to support and achieve group / corporate goals.
4. Initiating, leading, and supporting others through organisational change efforts to achieve the required outcomes.
5. Building and sustaining positive relationships within the Group, and with key stakeholders to achieve the best outcomes for Council.

6. Fostering continuous improvement in all areas of policy development, operations, and service delivery.

Branch Specific Accountabilities

1. Promoting a collaborative, 'One Team, People First' culture in all you do to drive positive workplace change and Branch culture.
2. Managing the day-to-day operations, including budget and financial, of the branch to ensure best value for money and Branch goals and organizational outcomes are achieved, providing relevant reporting as required.
2. Ensure compliance with statutory obligations including the Local Government Act and Regulations, Regional Plans, and other related legislation.
3. Representing Council in relevant government business and community forums and meetings.
4. Developing, implementing, evaluating, and continually improving policies, procedures, and systems (including technology) to deliver best practice outcomes and achieve agreed KPIs across the Branch, based on sound business processes and high standards of customer service, human resource management, and internal governance functions.
5. Developing, reviewing, and updating the Branch's contribution to the Corporate and Operational Plans, including the monitoring of the Branch's KPIs to ensure corporate and operational plan commitments are delivered.
6. Facilitating relationships across the economic development industry by developing effective working relationships with all stakeholders.
7. Supporting and enabling staff productivity by developing their capability, supporting them to solve problems, removing obstacles and fostering teamwork.
8. Engaging, and managing the activities of contract and consultant resources as required.
9. Participating, at the request of the General Manager, in other activities as required (e.g., OH&S/ fire warden)

POSITION SUCCESS CRITERIA – WHAT YOU BRING TO THE TABLE TO ACHIEVE SUCCESS

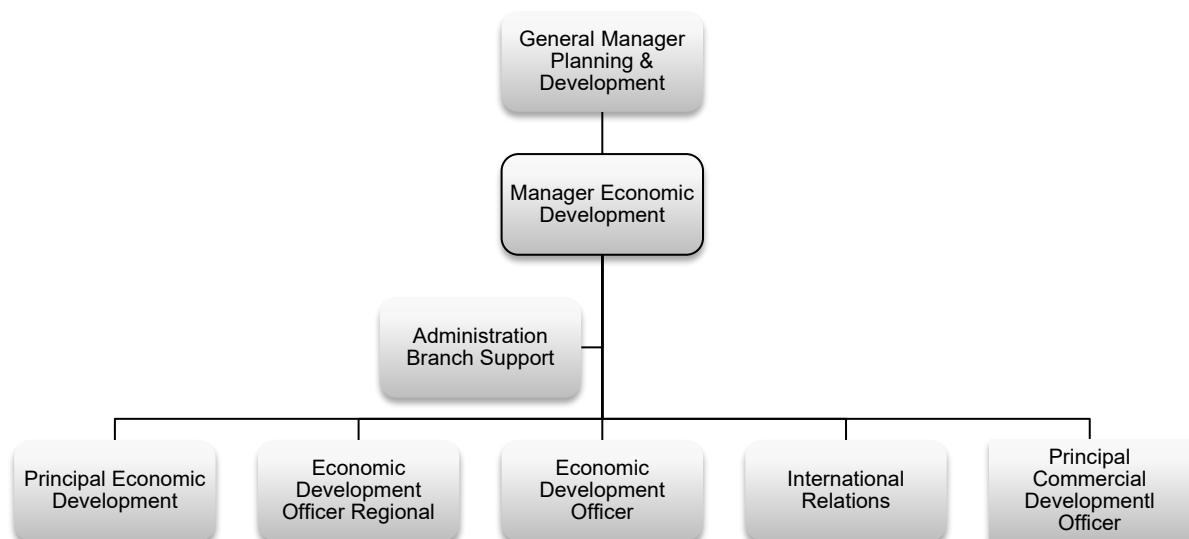
- Qualification(s), training and/or experience, specific to the role:
 - Possession of mandatory qualifications consistent with the role which may include: bachelor's degree in business management, commerce, economics or other related discipline from a recognised University.
 - Possession of a current 'C' Class Driver's Licence.
 - Post graduate qualifications are desirable.
- Leadership/Management Skills
 - Demonstrated success in achieving cultural change across complex workplace.
 - Demonstrated ability in developing and growing a highly motivated and capable team to achieve Council's corporate goals and community aspirations.
 - Demonstrated ability to initiate, formulate and successfully achieve extensive works programs aligning with and/or impacting on Council goals and objectives.
 - Excellent time management skills including the ability to develop and implement techniques, work practices and procedures to achieve corporate goals.
- Interpersonal and Communication Skills
 - Excellent written, verbal, and interpersonal skills, including the demonstrated ability to influence and negotiate with stakeholders in achieving and sustaining positive and collaborative key stakeholder relationships.

- Technical Skills/Knowledge
 - Substantial knowledge and understanding of legislation applicable to economic development in local government in Queensland, or the ability to quickly acquire due to relevant experience in other jurisdictions or settings.
 - Substantial knowledge and understanding of strategic operations within a local government setting, or the ability to quickly acquire due to relevant experience in other jurisdictions or settings.
 - Demonstrated knowledge and understanding of systems and reporting in the Queensland public sector with the ability to contribute to the strategic planning of the organisation, or the ability to quickly acquire due to relevant experience in other jurisdictions or settings.
 - Demonstrated understanding of funding arrangements available to local government to support the implementation of Branch initiatives.
- Values and Culture
 - Demonstrated ability to bring organisational values to life through your leadership and management behaviours.
 - Demonstrated ability to empower the people you lead and manage to perform at their best, grow their capability and careers, and enjoy their work, and our One Team, People First culture.

CORPORATE REQUIREMENTS

- Commitment to agreed Toowoomba Regional Council (TRC) Values and Behaviours and Code of Conduct.
- Adherence with all relevant TRC policies and procedures, Enterprise Bargaining Agreement(s), your contract of employment and relevant legislation, including the *Local Government Act 2009* and *Work Health and Safety Act 2011*.
- Commitment to the obligations and responsibilities outlined in the '[WHS Obligations and Responsibility Statement](#)' relevant to this position.
- Compliance with all relevant and necessary pre-employment checks, including Medical Assessments, Criminal History Checks and Working with Children Checks.
- Provide a professional level of customer service to all relevant stakeholders in line with '[Council's Customer Experience Policy](#)'.
- You are required to follow lawful and reasonable directions from your Supervisor and Management.

ORGANISATIONAL CHART AND DELEGATIONS



APPROVAL

_____	_____	_____
General Manager Name	Signature of General Manager	Date
_____	_____	_____
Employee Name	Signature of Employee	Date

