

Economic Development Support Officer



Position Description

Reporting Economic Development Manager	Location Morwell	Hours Part Time or Full Time available	Contract TBC	Reports Nil	Job Level Individual contributor
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GLaWAC considers that being Aboriginal or Torres Strait Islander heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)

Role Purpose

The Economic Development Support Officer will work on a range of GLaWAC economic and business development initiatives under the direction of the Economic Development Manager. The Support Officer provides community outreach to facilitate exposure to GLaWAC's Economic Development team, connecting community and their aspirations to the services the team provides.

The Economic Development Support Officer will provide exceptional customer service and administrative support to the Economic Development Team and build on stakeholders relationships within our internal GLaWAC team and our external stakeholders.

The Role Responsibilities



Develop and maintain effective communication and foster partnerships with community and a variety of internal and external stakeholders



Work with Gunaikurnai community to build understanding, participation and relationships to enable strong engagement and participation.



Provide project administration support in the development and delivery of programs. Support engagement activities and programs related to economic development and major projects.



Support the development of authentic cultural tourism opportunities, collaboration with other organisations, businesses, artists and performers to ensure economic viability and community benefit.

Other Requirements

- Undertake duties as directed by your manager
- Always demonstrate GLaWAC values.
- Current Victorian Driver's Licence.
- Requirement to undergo vaccinations
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Other duties as required

Essential Requirements

- Good interpersonal skills, with a focus on clear, concise and accurate communication
- Effective organisational, administration and problem-solving skills.
- Manage a realistic balance with multiple, sometimes competing priorities.
- Good written and verbal communication skills
- Attention to detail
- Approachable and exercise professional discretion
- Good Microsoft office skills

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Desirable Skills/Experience

- Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect of their culture.

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example