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## Schedule 2

### Position Description

Note: the Position Description may be amended pursuant to clause 7.2.

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|----------------------------|----------------------------------------------------------------------------------|
| <b>POSITION TITLE:</b>     | Executive Lead, Regional Growth and Strategic Advocacy                           |
| <b>DEPARTMENT:</b>         | Regional Growth and Advocacy                                                     |
| <b>POSITION HOLDER:</b>    | Vacant                                                                           |
| <b>REPORTS TO:</b>         | Chief Executive Officer                                                          |
| <b>TERM OF EMPLOYMENT:</b> | Senior Officer Contract                                                          |
| <b>JOB ANALYST:</b>        | Chief Executive Officer                                                          |
| <b>DATE:</b>               | July 2026                                                                        |
| <b>CLASSIFICATION:</b>     | Senior Officer contract in accordance with the <i>Local Government Act, 2020</i> |

### POSITION OBJECTIVE:

- Lead Council's strategic advocacy agenda to drive sustainable regional growth aligned with Council's vision.
- Influence State and Commonwealth government policy and secure external investment and funding to position the municipality as a competitive and investment-ready region.
- Lead Council's regional collaboration with other Councils, State Government agencies and investors.

### KEY ACCOUNTABILITIES:

#### Strategic Advocacy

- Develop and implement a Council-wide Advocacy Strategy aligned to Council priorities
- Lead high-level engagement with State and Commonwealth Governments and agencies, investors and peak bodies
- Influence policy and legislative outcomes that benefit the municipality
- Coordinate advocacy priorities across the organisation to ensure a unified voice

#### Regional Growth & Economic Development

- Lead the development and delivery of a Regional Growth / Economic Development Strategy
- Drive initiatives that support business growth, job creation, and industry diversification
- Identify emerging economic opportunities and address risks impacting the region

### **Investment Attraction & Major Projects**

- Position the municipality as investment-ready, promoting key opportunities to the market
- Identify, attract, and facilitate strategic investment projects
- Lead engagement with private sector investors and developers
- Support major infrastructure and development proposals aligned with Council priorities

### **Funding & Partnerships**

- Develop and oversee strategies to secure external funding (grants, partnerships, co-investment)
- Build and sustain strong relationships with regional organisations, regional Councils, industry, and community stakeholders
- Leverage partnerships to advance strategic priorities and deliver shared outcomes

### **Strategic Advice & Leadership**

- Provide expert strategic advice to the CEO, Executive Leadership Team and Council
- Monitor and report on economic trends, investment activity, and advocacy outcomes
- Create a high-performing and collaborative team environment
- Foster cross-organisational alignment between growth, planning, infrastructure, and community outcomes

### **ORGANISATION ENVIRONMENT:**

Reports to: Chief Executive Officer

Supervises: Departmental employees and contractors within the Regional Growth and Strategic Advocacy Department including Economic Development, Investment Attraction, and Advocacy.

### **KEY COMMUNICATIONS:**

Internal: Chief Executive Officer  
Council and Councillors

#### Executive Leadership

Managers across planning, infrastructure, community, and corporate services

External: State and Federal Government representatives  
Regional Development organisations  
Industry, business and investor groups  
Community and stakeholder groups  
Local Governments in the region

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Operates with a high degree of autonomy under broad direction from the CEO
- Accountable for achieving advocacy, investment and economic growth outcomes
- Authority to, within identified budgets and corporate objectives, manage and oversee services relating to economic Development, Investment Attraction, and Advocacy.
- Expected to have a high regard in all aspects of decision making and actions for potential impacts on Council's reputation, the community, the reliance by Council on advice and recommendations in relation to key functions and the Department's ability to achieve objectives.
- Delegated authority and freedom to act in relation to matters contained in Council's register of delegations, in accordance with the *Local Government Act 2020* and other legislation as detailed in the register.
- Authority to commit funds within delegated limits and in accord with budget allocations, including variations to contracts managed within the Regional Growth and Strategic Advocacy Department in accordance with Council's Procurement policy.
- Authority to sign correspondence internal and external to the organisation in relation to the key responsibilities.

#### **JUDGEMENT AND DECISION MAKING:**

- Ability to conceptualise and analyse a range of complex and sometimes conflicting priorities and make decisions on where best to invest effort and expenditure.
- Ability to assess and advise the Council, the Chief Executive Officer and Executive Management team on key strategic compliance governance and legal matters as well as meeting Council's long term financial objectives.
- Undertake work within the normal parameters and operating procedures associated with the objectives of the Council and business services of the Regional Growth and Strategic Advocacy Department.
- The position is able to use creativity and originality in the completion of work.

#### **SPECIALIST SKILLS AND KNOWLEDGE:**

- The position requires knowledge of the *Local Government Act*, Statutory obligations of the Council, .
- Financial management skills associated with the particular program areas and the requirements of the department.
- General knowledge and funding guidelines and administration.
- Program planning and development skills.
- A strong understanding of the strategic and immediate goals of the Council and its business units.
- A detailed understanding of the policies and standards relating to best practice governance and corporate compliance.
- Excellent problem-solving skills, with the ability to think clearly, quickly and laterally in the resolution of issues.
- Ability to develop strategies and policy in a political environment, on time, on budget and to a high standard.

#### **MANAGEMENT SKILLS:**

- Ability to lead, coordinate and motivate a high-achieving, dynamic multi-disciplinary Department to achieve agreed service and performance objectives.
- Ability to work within the Executive Management Team and key users to define service level requirements and manage those requirements.
- Well-developed skills in managing time and setting out priorities and planning and organising one's own work.
- Ability to problem solve, achieve deadlines and to work under pressure.

#### **INTERPERSONAL SKILLS:**

- Ability to persuade, convince or negotiate with senior external stakeholders, including State and Commonwealth members of Parliament, agency CEOs and executives, peak bodies and regional investors.
- Ability to lead, motivate and develop other employees.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Relevant qualifications in a relevant discipline.
- Relevant senior management experience.
- Ability to provide leadership and direction to staff.

- Detailed understanding, knowledge and experience of the local government operating environment.
- Sound political acumen and judgement.
- Experience with and an understanding of the media and community relations generally.
- Highly developed organising and planning skills.
- Experience in the management of a high-achieving, dynamic multi-disciplinary team.
- Ability to set, achieve and monitor personal goals.
- Ability to delegate effectively and manage the performance of others.
- Ability to manage time and prioritise plans and goals.
- Ability to coordinate and integrate the work programs of management and staff.

#### **ORGANISATIONAL RESPONSIBILITIES:**

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Human Rights and Equal Opportunity, Prevention of Bullying and Violence in the Workplace, Harassment Free Workplace).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

#### **CHILD SAFE STANDARDS:**

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

#### **ANNUAL PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

#### **VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

This position description is subject to change from time to time as Buloke Shire Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**KEY SELECTION CRITERIA:**

- Demonstrated senior leadership experience in economic development, strategic advocacy, public policy or regional development
- Proven success in influencing government decisions, securing funding, and delivering major initiatives
- Strong understanding of regional economic drivers, investment attraction and government processes
- Highly developed stakeholder engagement, negotiation and influencing skills
- Ability to provide clear, strategic advice in a complex political environment
- Demonstrated capacity to lead, motivate and develop high-performing teams

**VERIFICATION:**

This section verifies that the Chief Executive Officer has approved the position and the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Approved by: .....

Daniel McLoughlan  
**Chief Executive Officer**

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Date

Agreed by: .....

**Executive Lead, Regional Growth and Strategic Advocacy**

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Date