

INDUSTRY & INVESTMENT ADVISOR POSITION DESCRIPTION

Position Title	Industry & Investment Advisor
Directorate	Community Services
Department	Economic Development
Position No.	62,510.00
Classification	Level Seven (7) – Eight (8)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Manager Economic Development
Last Review Date	December 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Community Services Directorate leads the planning and delivery of the majority of Isaac Regional Council's customer-facing and frontline services. The Directorate plays a critical role in shaping sustainable futures for Isaac's diverse communities and upholding safe, liveable environments through the effective execution of its regulatory functions. The Directorate works collaboratively with other Council Directorates to advance the Isaac Vision, aligning its efforts with a range of corporate, operational, and business plans.

POSITION SUMMARY:

The Industry and Investment Advisor will be responsible for building strategic partnerships with government, industry, and community stakeholders to enhance the region's competitiveness, diversify the economy, and create employment opportunities. The role's key focus areas will be Investment Attraction and Facilitation, as well as Industry development and diversification through the development and delivery of key policy and strategic projects. This position will work to promote the Isaac region as a prime location for industry and business investment, and ensure Council is working proactively and collaboratively as a partner for growth.

Critical to the success of this role is exemplary skills in collaboration and problem solving, excellence in internal and external customer service delivery, knowledge and understanding of the range of legislative requirements applying to Local Government including land and property dealings and demonstrated success in strategic project delivery.

DUTIES:

Position Accountabilities and Performance Objectives

1. Lead the development of strategies and initiatives that drive Council's objectives for strategic regional land development.
2. Identify and pursue opportunities to attract new businesses, industries, and investors to the region.
3. Provide tailored support to prospective investors, including site selection, regulatory guidance, and introductions to key stakeholders.
4. Develop investment prospectuses, business cases, and promotional materials showcasing the region's strengths.
5. Support existing industries to expand, innovate, and transition to new markets.
6. Facilitate industry clusters, networks, and partnerships to strengthen supply chains and collaboration.
7. Monitor emerging industry trends and advise council on opportunities for diversification.
8. Build and maintain strong relationships with local businesses, chambers of commerce, regional development organisations, and state/federal agencies that support the roles outcomes.
9. Act as a key liaison between council and industry stakeholders to ensure alignment of priorities.
10. Represent council at forums, conferences, and trade events.
11. Contribute to the development and implementation of council's economic development strategies, investment attraction plans, and industry growth initiatives.
12. Provide evidence-based advice to council on economic trends, investment opportunities, and barriers to growth.
13. Prepare reports, briefing papers, and presentations for council and executive leadership.
14. Lead and coordinate economic development projects from concept to delivery.
15. Secure funding and manage grants to support industry and investment initiatives.
16. Monitor project outcomes and report on performance against KPIs.
17. Scope, plan, execute and monitor a range of strategic projects and initiatives as assigned by the Manager or Director while adhering to time, quality and budget considerations and Council's corporate standards;

18. Support the Manager to prepare business plans and budgets for delivery of land and property projects and initiatives;
19. Manage and supervise work undertaken by consultants, contractors or staff in relation to projects and initiatives assigned to the incumbent;
20. Support the Manager Economic Development CS Leadership Team in driving cultural leadership capability into operational teams and work programs;
21. Meaningfully collaborate and engage across the Directorate and organisation to ensure effective and integrated outcomes, best use of resources, and maximizing capacity building opportunities within both the community and organisation;
22. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the Organisations Customer Service Charter and Values;
23. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities;
24. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Demonstrated knowledge and understanding of economic development principles as they apply to the Isaac region across industry, tourism and small business sectors
2. Demonstrated knowledge and understanding of the legislative requirements applying to Council with particular regard to strategic land and property dealings;
3. Demonstrated knowledge and skills in development and implementation of policy, procedures and frameworks to guide Economic development growth outcomes in a public sector environment;
4. Advanced skills in the development and delivery of complex operational projects
5. Demonstrated high level of written and interpersonal, collaborative and facilitative skills with proven ability to communicate, negotiate, investigate and consult at appropriate levels within the community, government and private sectors;
6. Self-motivated with the ability to work as an effective team member, across different teams at the same time, at potentially different levels, with a continuous improvement approach.

Experience

1. Experience in development and delivery of complex strategies that drive economic output, diversification, investment and business sustainability
2. Previous experience in development and delivery of strategies and initiatives to manage a range of Council property and land transactions, including leasing, sales and permitting;
3. Previous project leadership and delivery experience, preferably in the public sector;
4. Extensive experience in use of computer applications and software including Microsoft 365, Technology One, records management and GIS technologies.

Qualifications

Mandatory – this role requires the possession of:

1. Tertiary or vocational qualifications in business, marketing, economic development, regional planning property development/law; or related disciplines
2. The role requires the possession of a current C Class Open Australian Drivers Licence.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		