

SENIOR ECONOMIC DEVELOPMENT OFFICER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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POSITION DESCRIPTION



The position is:

Position Title	Senior Economic Development Officer		
Department & Section	Corporate Services – City Development		
Team	Economic Development & Visitor Economy		
Reporting to	Team Leader, Economic Development & Visitor Economy		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 7		
Position Number	3018	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Facilitates the growth of investment and activity in the city by attracting and supporting new industry, business and development.
- Promotes the City of Port Adelaide Enfield as an attractive location for business and investment, providing a point of contact and linkage for the business community and stakeholders.
- Strengthens the economic position of the City.
- Helps build a thriving local economy.
- Champions Council's prosperous economy strategy.

What does the position do?

- Design and deliver projects and initiatives relevant to local opportunities and challenges.
- Liaise with property owners, developers, investors, businesses and government stakeholders.
- Facilitate and deliver outcomes that align with Council's strategic direction through championing Council's prosperous economy strategy.
- Drive the attraction, establishment, relocation and expansion of businesses into PAE.
- Assist in creating marketing content, promoting the City and its compelling offering as a place to invest and do business.
- Identify and facilitate investment opportunities from the public and private sector that will drive development.
- Provide expert/specialist commercial advice, industry analysis and support into business case development to council, staff and stakeholders including local market opportunities and challenges, and input into financial analysis, feasibility studies and market research.
- Represents Council in the advocacy of state and federal government investment in PAE.
- Drive initiatives that rejuvenate key activity precincts and inactive areas of the city.
- Manage business and investment enquiries and engage with businesses from across PAE to understand their growth and development needs, provide information and connect them to relevant programs, resources and assistance, and support them to navigate through Council processes.
- Proactively engage and build relationships with the City's business, industry and property stakeholders and foster partnerships at a regional and state level.
- Assist in the collection and analysis of data, trends, industry insights and research, and develop reports and presentations as required.
- Implement council's economic development strategic directions and commitments.

POSITION DESCRIPTION



- Provide expert input into relevant economic development and land use planning strategy issues that have an impact on the growth of the city and region.
- Manage time and prioritise tasks to meet deadlines.
- Provide support to the Team Leader, Economic Development & Visitor Economy in other activities as required.
- Some out of hours events and meetings may be requirement for this position.
- Other reasonable duties as required.

What outcomes does the position deliver?

- Increased investment and activity in the city.
- A welcoming, attractive and business-friendly organisation and city.
- Support to realise economic development outcomes.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Interpersonal skills that build good work relationships.
- Good problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.
- Strong and effective communicator.
- Agility and responsiveness – comfortable adapting quickly to changing priorities.
- High level interpersonal and influencing skills.
- Responsible financial management and commercial acumen.
- Politically aware.

Qualifications for the position

Desirable qualifications:

- A tertiary qualification in business, economics, commerce, urban planning or similar, or extensive experience in a similar role.
- Australian Certified Economic Developer (ACEcD) accreditation.

Experience

- Demonstrated experience in planning and implementing economic development strategies and projects.
- Demonstrated experience in business and investment attraction and in applying strong commercial acumen.
- Experience in effective stakeholder management, building relationships, collaboration, industry engagement and partnering to deliver results.
- Experience in leadership and networking skills, with capacity to influence within and outside of the organisation.
- Experience working in a political environment with strong political acumen.
- Experience in interpreting and providing industry insights and economic analysis from a variety of sources and synthesising it into concise reports.
- Working knowledge of local government is desirable.

Knowledge

- Understanding of the principles of economic development and the role of local government and the private sector in enhancing business and economic development at the local level.

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- Understanding of Federal, State and Local Strategic Planning and Economic Development legislation, policies, strategies and programs.
- Knowledge of the economic challenges, emerging trends, and issues facing businesses and investors.
- Understanding of business attraction methods and principles, including regional and international opportunities for investment attraction and grant funding.
- Understanding of the real estate market, marketing strategies and business case development.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____