

# PRINCIPAL ECONOMIC DEVELOPMENT ADVISOR

## POSITION DESCRIPTION

<b>Department:</b>	Chief Executive's Office
<b>Unit:</b>	Strategy Unit
<b>Section:</b>	
<b>Reports To:</b>	Chief Executive Officer
	The Position is expected to work in collaboration with other staff across the organisation, in particular the Manager, Strategy & Performance and the Manager, Marketing & Place Activation
<b>Direct Reports:</b>	Nil.
<b>Classification:</b>	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer Level 7
<b>Special Conditions:</b>	Some out-of-hours work will be required to attend meetings, Elected Member Information Briefings, etc.

### PURPOSE

The Council's Principal Economic Development Advisor has responsibility for fostering and promoting economic development and business growth. The Principal Advisor plays a crucial role in driving growth and economic prosperity across the City. The role extends beyond individual projects or initiatives, as the Principal Advisor also contributes to the long-term planning, to assist the City's business sector to build resilience and adapt to changing economic conditions. The Advisor's insights assist to inform strategic decision making at all levels of the organisation to ensure that the Council's economic development objectives and targets are met.

### KEY RESPONSIBILITIES

- Development of strategies for economic growth, supporting local businesses and attracting investment through analysis, project management, new initiatives and promotion.
- Work with various stakeholders including business owners and property owners, Government agencies and community leaders, to develop partnerships and implement initiatives such business development programs and urban regeneration.
- Develop and implement economic development strategies and policies that align with the Council's objectives.
- Provide technical assistance, advice and resources to new and existing businesses to encourage growth and sustainability.
- Identify opportunities to attract new investment, manage promotional activities and facilitate connections between investors and local partners.
- Management and delivery of a variety of economic development projects including feasibility studies and urban regeneration activities.
- Data analysis and reporting, through research and analysing economic trends, market gaps and labour market data, to inform decision making and prepare reports.
- Represent Council in discussions(collaboration).
- Prepare clear, evidence-based reports, briefings, recommendations to ELT and the Council.

### SELECTION CRITERIA

#### ESSENTIAL CRITERIA

- Qualification in Economic Development, Tourism, Marketing or Strategic Planning or relevant qualification.
- Minimum 7 Years experience in a similar or related field.
- Well-developed strategic thinking skills.
- Project management skills.
- Demonstrate ability to provide high-level strategic advice.
- Highly developed briefing and report writing

#### DESIRABLE CRITERIA

Experience in Economic Development in a State Government or Local Government setting.

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### JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

### WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers	<ul style="list-style-type: none"><li>• Prioritise safety in the workplace.</li><li>• Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health &amp; Safety Act 2012.</li><li>• Comply with legislation, policies, procedures and participate in WHS training.</li><li>• Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.</li><li>• Use tools and equipment correctly to protect the health and safety of yourself and others.</li><li>• Ensure you are medically and physically fit to undertake the requirements of your position.</li><li>• Follow reasonable safety instructions.</li><li>• Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.</li></ul>
Leaders	<p>As a leader, you are also responsible for:</p> <ul style="list-style-type: none"><li>• Implementing the Council's WHS Management System and ensuring team compliance.</li><li>• Leading the development, implementation and monitoring of WHS policies and procedures.</li><li>• Identifying, assessing, and controlling workplace hazards to minimise risks.</li><li>• Investigating hazards and incidents and implementing control measures.</li><li>• Reporting work-related injuries promptly.</li><li>• Promoting a safe workplace by resourcing and supporting health, safety, wellbeing and return to work.</li><li>• Providing workers with information, instruction, supervision and training, particularly during workplace changes.</li><li>• Actively participating in WHS initiatives, audits and discussions.</li><li>• Supporting workers in the Return-to-Work process.</li><li>• Integrating WHS and risk management into recommendations to the Executive Leadership Team and Council.</li></ul>
Executives	<p>As an 'officer' under the WHS Act, you must exercise due diligence to ensure Council meets its WHS obligations by:</p> <ul style="list-style-type: none"><li>• Embedding WHS and risk management into strategic and operational decision-making.</li><li>• Leading compliance with the Code of Conduct for self-insured employers under the Return to Work Act 2014.</li><li>• Staying informed about WHS matters and Council risks.</li><li>• Ensuring resources, systems and processes are in place to eliminate or minimise WHS risks.</li><li>• Overseeing effective incident reporting, investigation and resolution processes.</li></ul>

## PRINCIPAL ECONOMIC DEVELOPMENT ADVISOR POSITION DESCRIPTION

### WHO WE ARE



### AGREEMENT

## **PRINCIPAL ECONOMIC DEVELOPMENT ADVISOR POSITION DESCRIPTION**

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

**APPROVED BY:**

**READ & AGREED TO BY:**

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Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**  
Date \_\_\_\_\_

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Insert Name of Incumbent.  
**PRINCIPAL ECONOMIC**  
Date \_\_\_\_\_