

Position Description

Coordinator Activation and Economy

Your role:	Coordinator Activation and Economy
You will report to:	Manager Region and Place
Your Directorate:	Community & Development
Your Salary Level:	General Officer Level 6 (\$112,207 - \$119,830)
Special Conditions:	Some out of hours work and working at different locations may be required. A satisfactory Medical Clearance for this role is required

Position Overview

The Coordinator Activation and Economy develops and implements place-based activation and economic development plans and initiatives that enhance the identity, vibrancy and economic sustainability of the Adelaide Hills Council.

Working collaboratively across departments and with external stakeholders, this role supports sustainable growth through strategic planning, stakeholder engagement, and the identification of investment and employment opportunities.

As a subject matter expert, the Coordinator provides advice on place management and economic development matters, informed by analysis of regional trends and business needs. You will also contribute to and support efforts within the Region and Place team, working with colleagues on projects and initiatives that benefit the community.

The role requires a proactive and strategic professional with excellent interpersonal and communication skills, project management and public consultation capabilities, with the ability to translate Council's strategic objectives into impactful local initiatives.

About the Team

You will be part of the multidisciplinary Region and Place team that plays a pivotal role in shaping the future of the Council area. The team works collaboratively within the team, across departments and with external stakeholders to deliver initiatives that support sustainable development, economic prosperity, community wellbeing, and place-based development.

Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Grounded In Trust	Build strong foundations through respect, safety, integrity and transparency
Cultivating Connections	Engage with each other and our community to create a thriving, collaborative environment.
Nurturing Excellence	Deliver with pride to achieve the best outcomes and celebrate our success.
Sowing Seeds for Tomorrow	Foster growth and innovation for a sustainable future

Your Stakeholders

Internal	Manager Region and Place, Director, Community & Development Elected Members, Directors, Managers, and other employees across the organisation.
External	Community individuals and groups, including residents, business owners and operators, visitors, workers and volunteers. Regional Development Australia, Adelaide Hills Tourism, government agencies, industry bodies and community groups, including business/commerce associations, residents and township associations.

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.



Position Responsibilities

- Design and deliver place-based activation initiatives that enhance the identity, vibrancy and economic sustainability of townships, villages and precincts.
- Develop, implement and monitor economic development strategies and plans that support sustainable growth, investment attraction and employment opportunities across the region.
- Identify and provide specialist advice on emerging economic trends, challenges and opportunities relevant to the region.
- Identify funding and partnership opportunities to support local economic growth and/or place activation.
- Establish and maintain strong working relationships with local business owners, property owners, community and industry groups and government agencies.
- Facilitate networking opportunities and forums to encourage collaboration and communication.
- Contribute to the development and implementation of strategic and corporate projects that support sustainable economic growth and community wellbeing.
- Coordinate stakeholder engagement activities, including forums, networking events and communications, to foster a connected and informed business community.
- Prepare reports, submissions, and presentations for Council, committees, and public forums.
- Maintain accurate records and databases to support economic development planning and reporting and monitor and evaluate the effectiveness of place activation and economic development initiatives.
- Procure and oversee external contractors in line with Council policies and WHS requirements.
- Contribute to and support efforts within the Region and Place team, working with colleagues on projects and initiatives that benefit the community.

Position Criteria

Technical Knowledge & Experience	• Demonstrated substantial experience in economic development, place-based management or related fields. • Demonstrated understanding and knowledge of contemporary economic development practices, with the ability to critically assess, interpret and apply these concepts • Demonstrated experience in developing and implementing impactful plans, projects/initiatives.	Essential
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	Proven ability to think strategically, analyse complex situations and develop creative solutions.	
	Working knowledge of public consultation practices	Desirable
Collaboration and Communication	- Proven ability to establish and maintain business and community networks - Excellent interpersonal skills and the ability to communicate and consult with people at all levels - High-level written and verbal communication skills, including report writing and presentations	Essential
Qualifications	Tertiary qualifications in business, economics, commerce, marketing or a related field.	Essential
Customer Service	Demonstrated commitment to high-quality customer service and community engagement.	Essential
Government Experience	Demonstrated experience in government or similar complex environments	Essential
Corporate Experience	- Working knowledge of Office 365 and use of corporate technology - Highly motivated with demonstrated initiative - The ability to manage competing priorities and work independently or collaboratively	Essential
Finance Delegations	Nil	
People Leadership	Nil	

Job Requirements Guide

Frequency guide

1. Constant (ongoing, occurs daily)
2. Frequent (occurs 1-2 times daily)
3. Occasional (occurs 2-4 times per week)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	Y		X			
Bending /twisting the neck	Y	X				
Kneeling/squatting/ crouching	Y				X	
Climbing e.g. stairs/steps/ladders	Y	X				
Reaching forward /sideways >30 cm	Y	X				
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y			X		
Pushing/pulling/dragging	Y				X	
Gripping/grabbing	Y			X		
Fine hand coordination	Y				X	
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	N					
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				
Exposure to noise	N					
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N					
Exposure to fumes/dust	N					
Managing security/private information	Y	X				

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	Y		X			
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y				X	
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				