

Position Description

Manager Region and Place

Your role:	Manager Region and Place (Pos 547)
You will report to:	Director Community and Development
Your Directorate:	Community and Development
Your Salary Level:	Total Employment Package (TEC): \$150,000 - \$165,000
Special Conditions:	Drivers License Some out of hours work will be required on the weekend and in the evening, including attendance at meetings or workshops. Satisfactory medical clearance National police clearance check

Position Overview

This role is responsible for leading the Region and Place team, responsible for economic development, strategic and planning policy, master and precinct planning, placemaking, tourism, public art, support for community events, and grant programs.

The Manager will lead the development and implementation of relevant strategies and initiatives including those that drive sustainable development and economic prosperity and nurture the unique character and amenity of our region.

Additionally, they will provide strategic and operational oversight of support for community events and grant programs, including related policies and procedures.

About the Team

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

The team includes three staff (3 FTE) that directly report to the Manager, including a Strategic and Policy Planner, Coordinator Activation and Economy, and Events and Grants Officer.



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

Available	we make it easy for our customers and colleagues to reach us
Helpful	we are approachable and always willing to assist our customers and each other
Empathetic	we share our knowledge and commit to dealing with our customer queries responsibly
Responsive	we are responsive to the needs and requests of our colleagues and customers. We keep them informed at all times so they know what to expect from us
Reliable	we are honest, accurate and consistent in all that we do

Your Stakeholders

Internal	All other Council departments, and staff
External	<p>The Adelaide Hills Community, including residents, business owners and operators, visitors, workers and volunteers.</p> <p>Regional Development Australia, Adelaide Hills Tourism, government agencies, industry bodies and community groups, including business/commerce associations, residents and township associations.</p>

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

- Lead, coach, and develop a multidisciplinary team to achieve high performance and professional growth
- Manage performance through regular feedback, development planning, and formal processes.
- Role model Council's values and foster a culture of collaboration, accountability, and continuous improvement.
- Lead the development and implementation of relevant strategies and initiatives, including those related to economic development, strategic and planning policy, placemaking and public art.
- Oversee strategic planning initiatives including structure, master and precinct plans, ensuring alignment with the Council's strategic goals, the Greater Adelaide Regional Plan and community expectations.
- Provide strategic advice on economic trends, investment opportunities, and planning policy to Council and stakeholders.
- Drive placemaking and public art initiatives that enhance the identity and liveability of townships, localities and precincts.
- Provide strategic and operational oversight of support for community events and grant programs, including related policies and procedures.
- Liaise and collaborate with Council's key regional development and industry bodies, such as Regional Development Australia and Adelaide Hills Tourism
- Build and maintain strong relationships with internal and external stakeholders, including government agencies, industry bodies, community groups, and local businesses.
- Contribute to the setting of organisational priorities and the development and implementation of strategic and corporate projects.
- Manage departmental budgets, including planning, monitoring, and reporting.
- Ensure compliance with policies, procedures and delegations.
- Oversee WHS and risk management practices within the department.

Position Criteria

People Leadership	<ul style="list-style-type: none">• Demonstrated ability to lead, coach, and develop a multidisciplinary team• Experience managing performance, including feedback, development planning, and formal performance processes.• Proven ability to foster a high-performance culture and lead teams through change.	Essential
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	<ul style="list-style-type: none"> • Demonstrated ability to identify and address work health and safety requirements. 	
Technical Knowledge & Experience	<ul style="list-style-type: none"> • Proven track record of successfully delivering complex projects related to master planning, placemaking, and community engagement. • Demonstrated expertise in leading the development of strategies, plans and policies, particularly in relation to development/planning and economic development. 	Essential
	<ul style="list-style-type: none"> • Knowledge of the Planning, Development and Infrastructure Act 2016, associated regulations, the Code Amendment process, and strategic land use and planning. 	Desirable
Collaboration and Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication, presentation and engagement skills, with the ability to interact with staff at all levels across Council to achieve outcomes. • Excellent interpersonal skills, including the ability to build and maintain positive relationships with internal and external stakeholders. • Demonstrated ability to influence, negotiate, and resolve conflicts in a professional manner. 	Essential
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Urban and Regional Planning, Economics, Business, Public Policy, or a related field. 	Essential
Customer Service	<ul style="list-style-type: none"> • Ability to effectively manage competing deadlines and strategically prioritise projects and tasks to deliver exceptional customer service. 	Essential
Government Experience	<ul style="list-style-type: none"> • Experience in working within a political environment and managing competing stakeholder needs. 	Essential
Corporate Experience	<ul style="list-style-type: none"> • Experience in developing and managing budgets and financial operations. • Demonstrated ability to work effectively with a range of digital tools and technologies and contribute to technology-enabled service improvements. 	Essential
Finance Delegations	<ul style="list-style-type: none"> • Yes 	

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)			
		Frequency				
Physical	Essential task Y/N	Constant	Frequent	Occasional	Infrequent	Comment
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	Y				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	Y				X	
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				

