

ADVISOR, ECONOMIC RESEARCH POSITION DESCRIPTION

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| Position Title: | Advisor, Economic Research |
| Responsible To: | Executive Manager, Business and Investment |
| Council Portfolio: | Corporate Services |
| Council Team | Business and Investment |
| Classification Level: | Salaried, Level 8 |

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

Overview of Program

The role of Adelaide Economic Development Agency (AEDA), a City of Adelaide (CoA) subsidiary, is to accelerate economic growth in the CoA by attracting investment and supporting businesses, growing the visitor economy, supporting residential growth, growing an annual events calendar and marketing the city as a whole.

Key Relationships / Interactions

| | |
|-----------------|--|
| Internal | Executive Managers and Executive Advisors AEDA Board Members Employees across AEDA City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams |
| External | Local Government counterparts State and Federal Government agencies (eg The Australian Bureau of Statistics, Department of Premier & Cabinet, Department of Infrastructure and Transport, Department of Treasury and Finance South Australia Tourism Commission, etc) Strategic partners and peak industry groups (eg Study Adelaide, Renew Adelaide, Business SA, Property Council, Adelaide Airport, RAA, etc) Universities and academic research employees Private research consultants and commercial property analysts Lord Mayor and Council Members City stakeholders e.g., City businesses, community members and the public |

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Primary Purpose

As part of AEDA, the Advisor, Economic Research role will provide accurate, insightful and specialist advice on the City's economy to internal leadership including the AEDA Board, Lord Mayor and Executive Team, as well as to external organisations, Government Departments, businesses and strategic stakeholders.

The role will shape, drive and lead AEDA's research agenda in relation to the Agency's strategic planning and annual business plan to provide insight into economic activity in the City.

The Advisor, Economic Research will publicly present, interpret and disseminate high quality research findings in a practical and understandable manner that reflects positively on the City of Adelaide and AEDA.

The role is responsible for the supervision and guidance of roles within the data and research space to ensure they deliver high-quality work.

Responsibilities

The Advisor, Economic Research is responsible for:

- Managing a team of researchers who analyse, synthesise and visualise information/data that can be used to understand the performance of the economy and inform the development of programs and campaigns.
- Leading, planning and delivering a proactive and focussed research agenda that directly responds to emerging trends, opportunities and challenges for the City's economy .
- Undertaking and/or commissioning qualitative and quantitative research that provides AEDA with a better understanding of the City's economy.
- Developing, synthesising and visualising data that can be used to inform the development of programs and campaigns.
- Compiling high quality, robust and professional research reports, and data and insights reports available publicly.
- Providing timely and accurate information and insights to senior management, and internal and external stakeholders, including City businesses and potential City investors.
- Presenting to internal and external stakeholders in public forums.
- Being the key point of contact for specialist enquiries into the City's economy, including consumer spending behaviour, pedestrian activity, visitor economy metrics, residential development, commercial property sector, performance of Rundle Mall and main streets, industry trends, barriers and enablers of economic growth.
- Proactively seeking latest information of complex economic conditions as they relate to the City.
- Monitoring and evaluating research reports published by third parties to identify trends, opportunities and threats to the City's economy.
- Mentoring and providing specialist advice to the City of Adelaide Portfolio/Subsidiary teams and Adelaide Economic Development Agency staff on survey construction, data analysis, report design, and presentations.
- Evaluating initiatives implemented by AEDA
- Maintaining online dashboardsof economic data.
- Keeping abreast of other initiatives across AEDA and looking for opportunities to collaborate to ensure the effective delivery of AEDA Strategies and Initiatives.
- Building team members capacity through the identification of individual training and development needs.
- Ensuring the effective management of staff and Council resources by managing and ensuring compliance with human resources, document management, performance management, WHS, financial and procurement requirements in line with associated policies and procedures.

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Responsibilities for all leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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Position Criteria

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|---|---|------------------|
| Qualifications | A tertiary qualification in Economics, a relevant discipline and/or commensurate demonstrated experience and capability in relevant fields. | Essential |
| People Management | <p>Demonstrated superior ability to communicate with and assist people to manage work and resources across a range of projects and in a manner that supports professional development.</p> <p>Display an ability to perform duties without supervision and to work under pressure.</p> <p>Experience in providing advice at a complex political level.</p> <p>Ability to provide effective leadership and guidance to a small team.</p> | Essential |
| Financial Skills & Acumen | Ability to understand broad commercial realities, manage budget allocations and provide advice on external quotes from providers. | Essential |
| Technical Knowledge & Experience | <p>Strong understanding of the current economic environment locally, nationally and internationally and its influence on the City's growth, and opportunities and challenges facing the City's economy.</p> <p>Demonstrated experience in:</p> <ul style="list-style-type: none"> • Collecting, analysing and reporting qualitative and quantitative data • Identify key issues and presenting recommendations in a concise and logical manner. • Preparing professional, robust and easy to digest reports for internal and external stakeholders. • Writing and communicating to a business audience. | Essential |
| Project Management | <p>Demonstrated ability to proactively shape a broad program of research.</p> <p>Ability to plan and organise research assignments, to operate efficiently under pressure and to produce timely, high-quality responses.</p> | Essential |
| Innovation & Initiative | Experience to strategically develop creative solutions and achieve outcomes that advance AEDA's objectives and result in process or service improvement or value add. | Essential |
| Customer Commitment & Integrity | A proven commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility. | Essential |
| Collaboration & Communication | <p>Highly developed communication skills (written and verbal) with attention to detail.</p> <p>Superior presentation and public speaking skills and an ability to represent AEDA at a senior level with internal and external stakeholders</p> <p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> | Essential |

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

| | | | |
|-------------------------------|---------------------------|--|--|
| Task | Office Workstation | | |
| Work Area | Various | | |
| Physical Demand Rating | Very Light Work | | |

The below table summarises the physical demands of this role.

| Physical Demand | O | F | C | Description | FCA Notes |
|----------------------|---|---|---|--|--|
| Sitting | | ✓ | | Ergonomic adjustable chair | Critical Range of Motion: Shoulder to 90° flexion. |
| Standing | ✓ | | | Accessing folders, p/copier, talking to others | Lift Capacity: Up to 2kg (ream of paper). |
| Walking | ✓ | | | Meeting with others, moving between rooms | Push / Pull Force: N/A |
| Climbing | ✓ | | | Option to take the stairs | Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. |
| Bending | ✓ | | | Reaching down to low shelves, p/copier | Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. |
| Squatting | ✓ | | | Reaching down to low shelves, p/copier | |
| Gripping | | ✓ | | Mouse, stationery, phone | PPE: Office attire and appropriate footwear. |
| Forward Reach | ✓ | | | Typing, using the mouse, phone usage | |
| Lift | ✓ | | | Light items, folders, paper and documents | |
| Carry | ✓ | | | Short distances within the building /office | |

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

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Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.