

BUSINESS & INDUSTRY ENGAGEMENT ADVISOR

POSITION DESCRIPTION

Position Title:	Business & Industry Engagement Advisor
Responsible To:	Business Investment Advisor
Council Portfolio:	Corporate Services
Council Program:	Adelaide Economic Development Agency (AEDA)
Classification Level:	Salaried, Level 6

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	Employees across the AEDA City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams.
External	State and Federal Government Departments and Agencies Community partners and local businesses Strategic partners including peak industry groups Property and Business Owners

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Primary Purpose

As part of the AEDA Team, the Business & Industry Engagement Advisor will communicate and engage with the business community and other stakeholders across the City, and more broadly, to assist in identifying new and emerging opportunities; and provide support to the Agency to attract investment and assist businesses in the City of Adelaide to prosper and therefore grow the City's economy.

Responsibilities

The Business & Industry Engagement Advisor is responsible for:

- Implementing initiatives to provide support to City businesses.
- Engaging with local businesses to promote economic development initiatives, programs, and services offered by the agency.
- Working with other members of the Business Growth & Investment Attraction team to develop and implement initiatives and programs to grow business capability and attract new business investment to the city.
- Planning and delivering a range of corporate and industry engagement events in partnership with stakeholders..
- Work collaboratively with Precinct Associations, City of Adelaide and other organisations to activate and strengthen key precincts, and manage related programs as required.
- Working with the AEDA marketing team to position Adelaide as a great place to do business.
- Managing the Welcome to Adelaide program.
- Providing timely, relevant information to City businesses and potential investors.
- Establishing and maintaining an effective network of key contacts and stakeholders including government agencies, industry and business bodies and organisations that support business growth and investment and maintaining these business contacts for ongoing engagement.
- Keeping abreast of other initiatives across AEDA and looking for opportunities to collaborate across other areas, to ensure the effective delivery of AEDA Strategies and Initiatives.

Responsibilities for all employees:

- 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.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Business Management, Commerce, Economics, Marketing or related field and/or substantial experience and capability in relevant fields or equivalent commensurate experience.	Essential
People Management	Demonstrated ability to communicate with and assist people in order to manage work and resources across a range of projects.	Essential
Financial Skills & Acumen	Understanding of commercial realities relating to business investment.	Essential
Technical Knowledge & Experience	Broad understanding of business needs across multiple industry sectors.	Essential
	Experience in research and analysis to identify industry sectors/businesses to target and attract.	
Project Management	Experience in marketing and promoting regions or areas for new business.	Desirable
	Ability to plan and organise work demands, to operate efficiently under pressure to produce timely, high quality responses. Ability to plan and manage business events.	Essential
Innovation & Initiative	Proven ability to think strategically, develop creative solutions and achieve outcomes that advance AEDA's objectives.	Essential
Resource Management & Decision Making	Ability to demonstrate an evidence-based approach to decision-making, balancing governance and innovation and in delivering strategic and operational advice.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A demonstrated commitment provide timely, reliable and expert advice on matters within area of responsibility to all customers.	Essential
Collaboration & Communication	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. Highly developed ability to build and maintain cross organisation relationships that are critical to strategy and policy development. An understanding of contemporary digital communication channels	Essential
Administrative Skills	Excellent time management and prioritisation skills with a high focus on attention to detail. Demonstrated ability to identify key issues and present recommendations in a concise and logical manner. Excellent verbal and written skills.	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 Drivers Licence.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- 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. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Shift Duration: 7.5 hrs to 8 hrs Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. 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. Breaks: 0:15 minute tea break, 0:30 meal break PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking		✓		Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
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.