

ADAPTIVE REUSE CITY HOUSING INITIATIVE (ARCHI) PROJECT SUPPORT OFFICER

POSITION DESCRIPTION

Position Title:	Adaptive Reuse City Housing Initiative (ARCHI) Project Support Officer
Responsible To:	Project Manager, City Housing (Adaptive Re-Use)
Council Portfolio	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 3

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that lead, shape, and enable a creative, dynamic, resilient and diverse city both now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well-designed, planned and developed city, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Overview of Initiative

The City of Adelaide is working towards an ambitious goal of reaching a residential population of 50,000 by 2036, a target that will require a significant increase in housing supply. In addition to traditional market-driven development, adaptive reuse has been recognised as a complementary pathway to deliver housing outcomes by repurposing vacant and underutilised buildings.

Formally launched in July 2024, the ARCHI program seeks to unlock dwelling potential in vacant and underutilised buildings in the City and North Adelaide. ARCHI is led by the City of Adelaide in partnership with the State Government of South Australia. The program includes the ARCHI Incentives Scheme, a dedicated grant program and case management service that supports the delivery of adaptive reuse projects and is administered through the SmartyGrants platform.

ARCHI is underpinned by research, engagement, and partnerships with the university sector across a range of disciplines. The ARCHI program actively contributes to local and national research on housing policy, office-to-residential conversions, and circular economy outcomes.

Key Relationships / Interactions

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Internal	<ul style="list-style-type: none"> • Employees across the Park Lands, Policy & Sustainability Program • City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams • Adaptive reuse and housing working groups
External	Potential purchasers and renters, building owners, developers, industry (property, architects, specialist consultants), university sector, State Government Agencies, local government representatives.
Primary Purpose	<p>As part of the Park Lands, Policy & Sustainability Program, the ARCHI Project Support Officer will assist the Project Manager, City Housing (Adaptive Re-Use) in the delivery of the ARCHI program, ARCHI Incentives Scheme and City of Adelaide Housing Strategy.</p> <p>The ARCHI Project Support Officer will play a key role in implementing the ARCHI program, providing essential support to the Project Manager, City Housing (Adaptive Re-Use) and relevant City of Adelaide teams, including those focused on policy, heritage, low carbon and circular economy, development assessment, and compliance.</p>
Responsibilities	<ul style="list-style-type: none"> • Assistance with administering the ARCHI Incentives Scheme including processing applications (SmartyGrants) • Project coordination with corresponding City of Adelaide grants including Incentives for Sustainability, Heritage Incentives Scheme and Noise Management Incentives Scheme • Undertaking reviews of reports, studies, papers relating to residential adaptive reuse • Building data collection and analysis (ESRI, ArcGIS) • Analysis of approved, proposed and constructed adaptive reuse projects • Supporting ARCHI marketing and engagement with industry • Supporting research partnerships with universities • Contributing to Council's Research and Insights network • Supporting ARCHI program monitoring and evaluation

Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for:

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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Position Criteria

Qualifications	A relevant qualification and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Able to work in a team environment	Essential
Financial Skills & Acumen	Able to understand financial reports to extrapolate relevant information	Desirable
Technical Knowledge & Experience	Understanding of adaptive re-use principles Understanding of the Planning and Design Code and Development Approvals process Experience in undertaking data analysis and working with GIS	Desirable
Project Management	Able to work autonomously, and under pressure, to reporting deadlines	Essential
Innovation & Initiative	Able to identify and suggest process improvements	Desirable
Resource Management & Decision Making	Able to make decisions on data and escalate within the team as required	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Desirable
Customer Commitment & Integrity	High level attention to detail and able to produce reliable data	Essential
Collaboration & Communication	Able to communicate complex information to a range of audiences	Desirable
Administrative Skills	Experience working in Microsoft Office suite of products	Essential
Government Experience	Experience working in a government environment.	Desirable

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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. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A 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. 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.