

# Economic Research & Data Scientist

## POSITION DESCRIPTION

<b>Position Title:</b>	Economic Research & Data Scientist
<b>Responsible To:</b>	Advisor, Economic Research
<b>Council Portfolio:</b>	Corporate Services
<b>Council Program:</b>	Adelaide Economic Development Agency (AEDA)
<b>Classification Level:</b>	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, and 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

<b>Internal</b>	<ul style="list-style-type: none"> <li>Employees across the AEDA</li> <li>Executive Managers and Executive Advisors</li> <li>City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Peak industry, business groups and precinct group traders</li> <li>Policy/data and insights teams within key State Government agencies (eg DTF, SATC, DTI)</li> <li>Universities and Academic research staff</li> <li>Business community and members of the public</li> </ul>

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## Primary Purpose

As part of AEDA, the Economic Research & Data Scientist is responsible to the Advisor, Economic Research for the provision of advanced data analytics to provide an evidence base to support delivery of AEDA's obligations under its Charter and provide insights to the business community which they can use in their decision making.

The role will contribute to the collection, maintenance and analysis of large datasets to provide insights that inform AEDA's selection of strategies and activities to support the visitor economy, residential and retail growth, and business investment.

The Economic Research & Data Scientist role ensures data accuracy, innovation and automation to improve operational efficiencies by making quantitative information easy to use. The role contributes to program and event evaluations, corporate reporting and provision of information for stakeholders to access and understand economic trends in the City of Adelaide.

## Responsibilities

The Economic Research Data Scientist is responsible for:

- Analysing large, complex datasets using software programs, coding and emerging tools.
- Identifying opportunities to automate data flows, combine relevant data sources, and present data in new ways.
- Collaborating with Information Management to manage economic data automation projects and integrate cloud platforms (e.g., DataBricks, Azure Synapse Analytics/Azure Storage Explorer) to streamline data distribution.
- Utilising advanced data science techniques to analyse industry and sector trends and economic indicators to support investment attraction strategies.
- Developing, maintaining, and refining statistical models and forecasting methods.
- Designing and maintaining interactive dashboards and modelled data for self-service reporting and consumption of data.
- Innovating and maintaining proprietary methodologies such as the AEDA Activity Level Barometer to provide comprehensive performance insights.
- Compiling high quality and professionally designed reports, presentations and briefing notes.
- Providing timely and accurate economic information to senior management, internal and external stakeholders.
- Being a key point of contact for activity levels in the city and the Rundle Mall trading precinct, regularly reporting on consumer expenditure behaviour, foot-traffic, public transport usage, as well as parking and other indicators such as e-scooter trips.
- Developing, synthesising and visualising data that can be used to inform the development of programs and campaigns.
- Assisting with the evaluation of initiatives implemented by AEDA and Rundle Mall.
- Developing and managing effective relationships to collaborate on data analytics initiatives and projects.
- 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.
- Understanding macroeconomics and how these can influence city activity.

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## 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

<b>Qualifications</b>	A tertiary qualification in a relevant discipline, particularly a combination of Data Science and Economics.	<b>Highly Desirable</b>
	Qualifications in related fields such as Commerce, Mathematics, or equivalent demonstrated experience in lieu of formal qualifications will also be considered.	<b>Essential</b>
<b>People Management</b>	Ability to work in an open, creative and collaborative environment, with a broad range of stakeholders.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Demonstrated ability to understand broad commercial terms and quickly absorb and understand relevant information from reports as required.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Understanding of economic indicators at a capital city or LGA level.</p> <p>Ability to analyse data, find insights and present information concisely using Microsoft Excel, PowerBI, Tableau, coding languages such as Python, R, SQL, and new emerging tools.</p> <p>Demonstrated experience in:</p> <ul style="list-style-type: none"> <li>Collecting, analysing and reporting on large economic data sets</li> <li>Identifying key issues and presenting recommendations in a concise and logical manner.</li> <li>Preparing professional, robust and well regarded reports.</li> <li>Writing and communicating to a business audience.</li> </ul>	<b>Essential</b>
<b>Project Management</b>	<p>Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.</p> <p>Ability to take ownership and accountability for deliverables.</p>	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Ability to think conceptually, creatively and show initiative and self-discipline when completing daily tasks.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	A commitment to internal and external customers demonstrated through the provision of timely, reliable advice on matters within area of responsibility.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Ability to work effectively in a multi-disciplinary team environment.</p> <p>The ability to build and maintain diverse relationships.</p> <p>Skilled in communication and being able to present effectively both orally and written.</p> <p>Well-developed verbal and written skills to be able to construct high quality written work/reports/dashboards.</p>	<b>Essential</b>
<b>Administrative Skills</b>	High standard of computer, organisational and time management skills.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>

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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.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

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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

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> 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. <b>PPE:</b> 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 Experience Team (OSCAR).**

## 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.