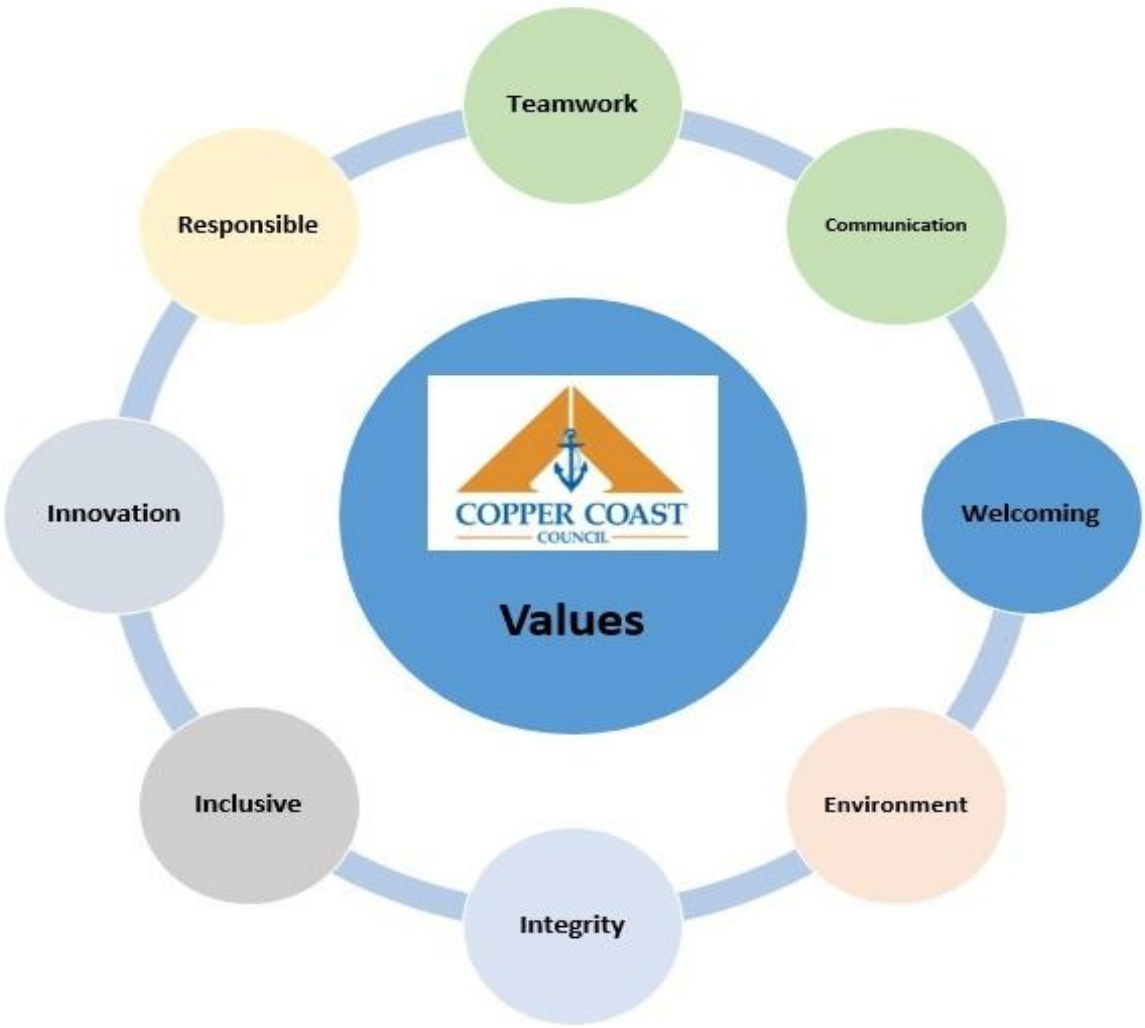
Position Description
Economic & Community Development Officer

Department:	Corporate & Community Services
Classification:	Level 4
Salary Range:	$97,199 – $104,243
Award:	South Australian Municipal Salaried Officers Award Copper Coast Council Enterprise Agreement (SAMSOA)
Version:	Two
Review Date:	November 2026

About working with Copper Coast Council

Copper Coast Council is an innovative and progressive local government organisation committed to serving the needs of the communities across our vibrant council area. We are an equal opportunity employer committed to providing a safe working environment that embraces and values equity, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.



Position Description
Economic & Community Development Officer

Role Purpose and Objectives

This position plays a key role in designing and implementing strategies to grow the Copper Coast region's economy, leverage investment and secure grant funding. Working alongside local business and the community the Economic & Community Development Officer drives sustainable growth and implementation of projects that support organisational strategies. The incumbent will also provide technical expertise and advise internally and to community organisation on grants and economic development opportunities.

Organisational Relationships

Reports to: Manager Growth, Community & Activation

Internal Liaisons: All Council Staff

External Liaisons: Community, business and industry groups
State & Federal Government departments and agencies
Regional Development Australia Yorke and Mid North (RDA)
Other Councils
Yorke Peninsula Tourism

Key Responsibilities and Functions

- Proactively build supportive relationships with business owners and industry stakeholders across various sectors to enhance development opportunities and foster economic growth.
- Support the local business sector to grow and prosper by developing and implementing strategies and initiatives that enhance the local business environment and foster economic sustainability.
- Create networks with key businesses, industries and peak bodies to support new and expanded opportunities in the Copper Coast area.
- Develop and implement the economic development and investment strategies for Copper Coast Council.
- Collaborate with the Kadina Chamber of Commerce in developing and implementing strategies and initiatives that deliver economic outcomes for the local business sector in the Kadina township.
- Develop plans, incentive strategies and supporting marketing to promote the benefits of doing business in the Copper Coast, including for 'green' industries.
- Identify funding and partnership opportunities.
- Working with relevant team members assist in the development of promotional campaigns to attract new residents and visitors to the area.
- Play a lead role in helping shape region-wide economic development strategies with the Regional Development Australia Yorke and Mid North (RDA).
- Research and advise on statistics and trends in relation to economic development activities in the region and tracking against strategic targets.
- Identify available grants and other funding opportunities for Council and community groups.
- Prepare high quality grants and funding submissions on behalf of Council to support strategic outcomes, in collaboration with relevant internal stakeholders.
- Ensure all grant funding requirements – including agreements and acquittal processes – are met and ensure grant-funded projects and activities are managed in line with grant requirements.
- Arrange appropriate execution of Council grants and funding submission documentation and complete reporting requirements.
- Assist community groups with grant funding submissions through provision of information and specialist advice.
- Support the coordination and administration of Council's annual community grant program.

Position Description
Economic & Community Development Officer

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Key Selection Criteria

Qualifications and experience

- Qualifications or commensurate experience in economic development or marketing fields.
- Strong knowledge of the Copper Coast area.
- Demonstrated ability to establish mechanisms to identify the economic, promotional and recreational needs of a municipality and region.
- Understanding of economic development and grants funding within a local government context.
- Broad knowledge of the sources of funds available to Council and a proven ability to make successful submissions to secure funds for maximum benefit.
- Understanding of the economic, political and social issues relating to the local government environment.
- Proven capacity to network and collaborate with business and industry groups.
- Ability to review and prioritise tasks as organisational priorities change.
- Experience in writing grant submissions and successfully obtaining grant funding.
- Ability to work with a broad range of stakeholders and community groups.
- Prior experience in drafting promotional materials to a high standard.
- Knowledge of the challenges facing the business sector, emerging trends and opportunities.
- Proven ability to think strategically, analyse complex situations, develop creative solutions and achieve agreed outcomes.

Licenses and mandatory requirements

- Current South Australian Driver's License
- Permanent residency or current approved Australian visa

Responsibility, Accountability & Authority

Training

- Attend training courses including compulsory training with a registered training provider.
- Attendance at conferences, seminars, workshops and other training activities as appropriate to maintain an awareness of trends and issues and keep up to date with changes in legislation which may impact on Council.

Extent of Authority

- Utilise discretion and judgment, to maintain confidentiality in all dealings with customers and members of the public
- May set outcome and objectives for specific projects.
- Works under general direction with assistance available when required.
- May exercise initiative and judgement in the application of established work procedures.
- Ability to solve problems using procedures, policies and instruction materials.

Accountability

- Maintain/update all relevant information within agreed timeframes.
- Ensure confidentiality of all relevant documents/activities.
- Manage own work including planning and coordination of activities.
- Responsible for establishing goals, objectives and outcomes for their work.
- Demonstrate behaviour consistent with our organisation's values.

Quality & Continuous Improvement

- Maintain a level of professional knowledge to meet the requirements of the position and the organisation.

Records Management

- Responsible and accountable for adequately managing the corporate records created as part of the role according to Council policies, procedures and relevant legislation

Work, Health and Safety

Assist in the provision of a safe working environment for all employees of Council in accordance with the Work Health & Safety Act 2012 by:

- Performing duties, in accordance with the Regulations', Council's Codes of Practice, Policies and Procedures.
- Participate in safety training in consultation with the Work, Health, Safety & Risk Coordinator.
- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor occupational health and safety within the area of responsibility.

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- take reasonable care to protect their own health and safety at work.
- take reasonable care to ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- ensure that correct use is made of all equipment provided for health and safety purposes.
- comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their safety at work or the safety of any other person at work.
- report all accidents, or near misses, to their supervisor, and report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimize any hazards of which they are aware regarding working conditions/methods.
- be encouraged to participate in the election of Work, Health, Safety Representatives.
- participate in the RTW process if injured at work as set out in the Return to Work Act 2014.
- keep their work area tidy; and
- ensure the appropriate protective clothing (PPE) is worn at all times and is suitable for the duties being undertaken.