POSITION DESCRIPTION

POSITION TITLE	Coordinator Economic Development & Experience
DIRECTORATE - SECTION	Community Services – Place to Space
LEVEL - EBA	Level 8 / 9
RESPONSIBLE TO	Manager Place & Community Experience

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

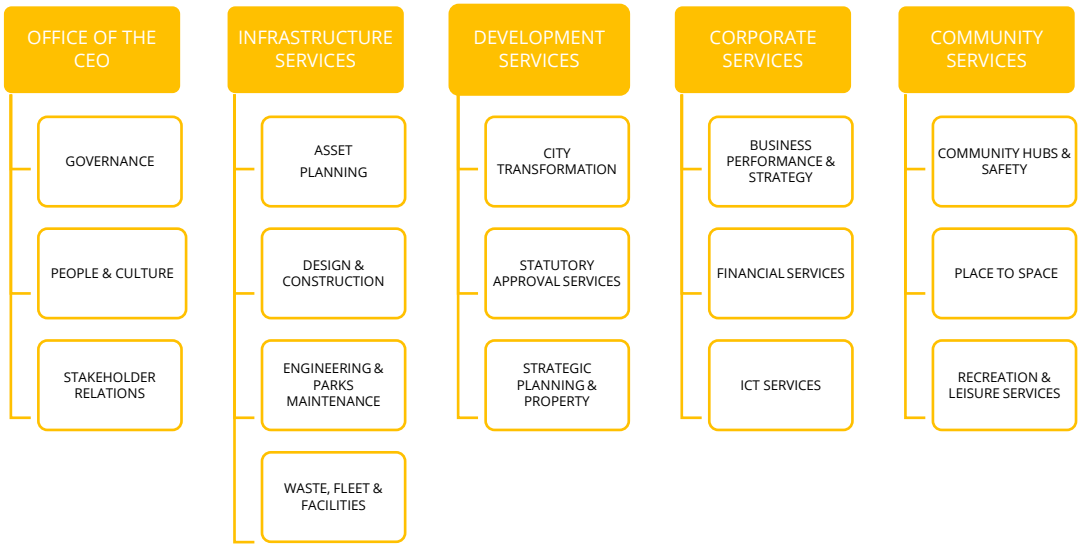
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Lead a diverse portfolio that strengthens Kalamunda's local economy, grows its visitor appeal and brings its places to life.

- Shape economic development & tourism initiatives with lasting local impact
- Lead a multidisciplinary team across tourism, business, arts, culture & events
- Build influential partnerships and turn strategic priorities into results.

Our Approach

1. Understand and leverage our Places and businesses
2. Concierge residents, businesses and community groups to navigate red tape and connect with the right services or personnel.
3. Activate local strengths so the business community co-creates and leads projects.
4. Leverage an understanding of our businesses and places to inform City Strategies, plans and projects
5. Inform the City's public-realm and facility upgrades so they invite activity, economic benefits and tourism



KEY RESULT AREAS

STRATEGIC & OPERATIONAL MANAGEMENT

Oversee implementation and service delivery to support the City's strategies and plans related to;

Economic Development & Tourism

- Champion place based economic growth by attracting investment, supporting existing businesses and facilitating trader led activations that align with each precinct Place Activation Plan.
- Curate and deliver the City's destination marketing program; digital trails, visitor itineraries and regional partnerships that showcases local strengths and feeds visitor traffic to priority precincts.
- Provide end-to-end support for businesses and investors, streamlining approvals, connecting them with the right Council expertise, and securing external funding to maximise Council's investment.

Arts & Culture

- Oversee visual arts, performing arts and public art programs that express local identity and provide creative content for Place Team activations.
- Manage gallery operations and artist development ensuring exhibitions, residencies and commissions support the creative economy and attract diverse audiences.

- Integrate art into public realm and capital projects by collaborating with Infrastructure and the Coordinator Place & Community, embedding creative placemaking in every precinct upgrade.

Events

- Lead the City-wide Events Calendar; programming, approval process and evaluating community, cultural, and signature events that lift visitation, economic spend and social cohesion.
- Embed a place lens in every event: codesign with the Place Team to ensure activations reflect local stories and leave positive placemaking legacies.
- Develop and administer streamlined events support processes (microgrants, logistics concierge, volunteer coordination) so community groups and traders can activate spaces quickly and safely.
- Coordinate operation of services, functions and facilities, ensuring that service delivery is cost effective and meets community needs.
    - Kalamunda Performing Arts Centre
    - Zig Zag Art Gallery
    - History Village
    - Zig Zag Visitors Centre
    - Events sponsorship and programming

INTEGRATE THE CITY'S FIVE PLACEMAKING PILLARS ACROSS ALL PORTFOLIOS

Understand

Build a deep understanding of place, community and business needs by gathering insights, identifying opportunities and using data to inform decision-making and investment priorities.

Concierge

Provide tailored concierge support to businesses and investors by connecting them with the right Council services, simplifying processes and helping them navigate approvals and opportunities.

ABCD

Facilitate community-led activation using an Asset-Based Community Development (ABCD) approach, empowering local residents, businesses and organisations to shape and deliver initiatives that strengthen local identity and vibrancy.

Influence Strategy

Influence policy, planning and strategic decision-making by ensuring economic development, place activation and community outcomes are considered across Council projects, plans and initiatives.

Influence Infrastructure

Provide inclusive design and advice to support infrastructure and public realm projects that create accessible, welcoming and engaging places for people of all ages, abilities and backgrounds.

- Work collaboratively with the Coordinator Place & Community, sharing data, co-programming events, and aligning arts, tourism and economic activities with to deliver community priorities.

COMMUNITY AND STAKEHOLDER LIAISON

- Proactively establish and develop effective internal and external networks, including partnerships with community stakeholders, service providers, funding agencies, peak bodies, and government departments, for the benefit of the community.
- Concise presentation of accurate advice via all standard forms of business communication (including email, memo, letters, reports; policies; procedures; and the development and delivery of visual presentations) and writing detailed high-level reports for executive management level.
- Build positive relationships, facilitate workshops, conduct meetings, and negotiate with a diverse range of stakeholders.
- Represent the City at various meetings and liaison with groups / associations and government and professional bodies.
- Support, service and attend relevant advisory/management committees and encourage resident participation, and attend other Council endorsed interest group meetings.
- Oversee the delivery of quality customer service including access to programmes and events
- Support businesses and tourism groups to achieve their goals

TEAM MEMBERSHIP

- Lead and coordinate the team, providing clear direction and fostering a positive, high-performing and collaborative culture.
- Support the development of team capability and capacity, enabling staff to deliver effective community and place outcomes.
- Bring energy, creativity and a solutions-focused mindset, driving initiatives forward and supporting delivery on the ground.
- Model and reinforce the City's values in all interactions, ensuring respectful, professional and community-focused engagement.

FINANCIAL MANAGEMENT

- Prepare and monitor budgets for the service area, ensuring accuracy and compliance with Council requirements.
- Identify and pursue external funding opportunities to support programs and initiatives.
- Support revenue generation and diversification initiatives within the service area.
- Regularly review operations and identify efficiencies to optimise resource use and expenditure.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.

- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Tertiary qualification in Economic Development, Commerce, Business, Tourism, Marketing, Planning, Public Administration, Community Development or a related discipline, or lesser formal qualifications combined with substantial relevant experience. Postgraduate qualifications in Economic Development, Tourism, Business Administration or a related field will be highly regarded.

- Professional accreditation or membership with relevant industry bodies, such as Economic Development Australia, visitor economy organisations or place management networks, will be highly regarded.

- Additional training or qualifications in project management, stakeholder engagement, destination management or event management will be advantageous.

SELECTION CRITERIA

1. Demonstrated experience in developing and delivering strategic and operational plans across economic development, tourism, arts, culture or events, including setting and monitoring goals, managing budgets and overseeing project implementation.

2. Proven ability to design and deliver events, programs and initiatives that support local business growth, investment attraction, increased visitation, place activation and positive community, cultural and economic outcomes.

3. Highly developed stakeholder engagement and relationship management skills, with demonstrated experience building and maintaining productive partnerships with businesses, tourism operators, community groups, government agencies, industry organisations and internal stakeholders.

4. Strong understanding of local business ecosystems, visitor economies and place-based economic development principles, with the ability to translate strategic objectives into practical initiatives.

5. Demonstrated experience identifying and securing external funding, grants and sponsorship opportunities to support programs, projects and strategic priorities.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Place & Community Experience
DATE PD REVIEWED/APPROVED: 1 July 2026