



# Regional Development Australia Southern Inland

## Applicant Information Pack

RDA Southern Inland Director of Regional Development (DRD)

**Applications close 5pm 30th August 2019**

### RDA Southern Inland

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02-48226397

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## Introduction

Regional Development Australia (RDA) is a national network of committees made up of local leaders who work with all levels of government, business and community groups to support the economic development of their regions.

The RDA Southern Inland Committee has an active and facilitative role in the region and a clear focus on growing a strong and confident regional economy that harnesses competitive advantages, seizes on economic opportunity and attracts investment.

The key appointments to the RDA Southern Inland Committee are:

- The **Chair** of the Committee – this is a volunteer position responsible for leading the Committee. The Chair has overall responsibility for setting strategic direction and ensuring that objectives and outcomes are achieved. The Chair has an active role in facilitating economic development opportunities for the region. The Chair also has overall responsibility for ensuring the RDA Committee is well governed. The Minister for Regional Development, along with state, territory and local government counterparts where appropriate, appoints Chairs.
- The **Deputy Chair** and **Committee members** – these are volunteer positions which provide input into strategic direction setting, contribute to reviewing progress in achieving objectives and outcomes, and oversee the effectiveness of governance processes within the Committee. Like the Chair, they also have an active role in facilitating economic development opportunities for the region. The Chair, on behalf of the RDA Committee, appoints the Deputy Chair and Members after agreement is provided from the minister responsible for regional development (the Minister) and funding partners (where required).
- The **Director of Regional Development (DRD)** – this is a remunerated position appointed by the Committee. The DRD will be responsible for leading the whole organisation (i.e. an Executive Officer (EO) style role), which will involve managing multiple programs with different but consistent objectives, or the role may be limited to managing RDA program objectives and outcomes only. The DRD/EO will report directly to the Committee. It is very important that the DRD is also active in regional communities.

## **Director of Regional Development (DRD)**

The development of the position description for the DRD was informed by the RDA charter and an assessment of the skills required to effectively support the RDA member organisations and lead a high performing organisation/program towards achieving an ambitious set of objectives.

### Summary

The DRD provides professional support and advice to the Board of RDA Southern Inland, working within a diverse organisation of volunteers and dedicated members of staff in a complex environment to deliver high value economic development outcomes for the Southern Inland region.

The DRD will facilitate the connection between regional businesses, local entrepreneurs and emerging business leaders and domestic and international trade partners to attract investment and create local jobs and growth.

The DRD will identify local drivers of infrastructure investment to respond to key regional infrastructure needs and support business and employment growth in the Southern Inland. They will bring together key stakeholders to drive change by identifying key skills gaps and shortages hampering regional growth or limiting opportunities and facilitate the development and implementation of local solutions in industry sectors.

They will communicate effectively with all levels of government, with business and with local communities to develop strategies and projects to improve regional liveability, viability and prosperity. They will provide their region with linkages to up-to-date information on best practice regional development initiatives; support regional leaders to develop tailored local strategies; and develop, support, and lead regional capacity building initiatives and projects.

The DRD will promote the Southern Inland's activities to government, industry, business, and community sectors to highlight competitive advantages and encourage decentralisation. They will provide evidence-based advice to governments on critical issues negatively affecting the Southern Inland, and emerging or current opportunities that can be harnessed with strategic intervention.

The DRD as EO will be required to provide leadership to the whole organisation and assist the Board in delivering its strategic vision.

## RDA Southern Inland

RDA Southern Inland is an Australian Government-funded not-for-profit organisation responsible for the sustainable economic development of the NSW Southern Inland region. Our organisation is overseen by a Committee of dedicated local leaders who possess a wide cross section of professional skills and experience.

We work in partnership with governments, local communities and other stakeholders to develop initiatives that enable the Southern Inland region to grow sustainably. Our key activities include; promoting investment and economic development opportunities, providing advice and information to the Australian, State and local governments on regional development issues and priorities and raising awareness of programs and services available to regional communities.

### **Our Vision**

We will attract and advocate for investment and industries and promote enhanced liveability. We will be a regional leader for 21<sup>st</sup> century infrastructure and economic development with the community

### **Our key roles**

Following an Australian Government review completed in August 2017, a new Charter outlines the role of RDA Committees.

Working in close partnership with fellow RDA Committees, all levels of government, and the private sector, RDA Committees will:

1. Collaborate with relevant stakeholders to identify economic opportunities and leverage private and public sector investment to the regions;
2. Connect regional businesses, councils and industry sectors with international trade partners, financial markets and potential investors;
3. Promote and disseminate information on Australian Government policies and grant programs to state and local governments and industry, business and community sectors;
4. Support community stakeholders to develop project proposals to access funding;
5. Develop and maintain positive working relationships with the local government bodies in their regions
6. Facilitate public and private sector decentralisation;
7. Assist in the delivery of Australian Government programs, where relevant and where requested by the Minister;
8. Engage with regional entrepreneurs and emerging business leaders to explore new opportunities to grow local jobs in their regions;
9. Provide information on their region's activities and competitive advantages to all levels of government, industry, business and community sectors; and
10. Provide evidence-based advice to the Australian Government on critical regional development issues positively and negatively affecting their regions

### **Our Priority Activities**

Our [Strategic Framework 2017-2020](#) underpins the priority activities and issues that we believe require priority for regional economic development. It was developed in conjunction with key regional stakeholders, local government, and community and business organisations.

# Applicant Information Pack – Director of Regional Development

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Southern Inland Committee as the Director of Regional Development (DRD).

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria
2. Selection process description including application lodgement instructions.
3. Application form.

Candidates are required to submit their applications electronically to the Chair Mr Hugh Cooke via email: [hugh@rdasi.org.au](mailto:hugh@rdasi.org.au)

**Application close: By 5pm 30<sup>th</sup> August 2019**

## **POSITION DESCRIPTION**

The role of the DRD is to:

### **Connect stakeholders and facilitate opportunities**

- Facilitate the connection of business proponents to financial markets or other private and public sources of project funds.
- Bring together key stakeholders to drive change by identifying key skills gaps and shortages hampering growth and facilitate local industry based solutions.
- Develop, support and lead regional capacity building initiatives, including grant writing workshops and individual interventions focused on high priority projects.
- Facilitate the connection of regional businesses and industry sectors with international trade partners and be an ongoing point of contact for advice.
- Engage with regional entrepreneurs and emerging business leaders to create business forums and support networks to exchange ideas which lead to opportunities for job creation and growth.
- Promote the region's activities to all governments, industry, business and community sectors to highlight competitive advantages and encourage decentralisation and relocation opportunities.
- Understand and disseminate information to regional stakeholders about Australian Government policies and programs, particularly those relating to economic development.
- Facilitate access to Australian Government grant programs.

### **Identify needs and facilitate strategic planning**

- Identify local drivers of infrastructure investment to respond to key regional infrastructure needs and support business growth.
- Communicate effectively with governments, business and regional communities to develop strategies to address service gaps to improve the liveability, viability and prosperity of regions.
- Provide linkages to up-to-date and contemporary information on best practice regional development initiatives and support regional leaders to develop tailored local growth strategies.

### **Advise Government**

- Provide evidence-based advice to governments on critical issues negatively affecting their region, or emerging or current opportunities that can be harnessed with strategic intervention.

## **Committee governance**

- Managing the day-to-day affairs of the RDA Committee and its personnel in a manner consistent with the Better Practice Guide, the Committee's Annual Business Plan and Budget, the Funding Agreement, and its constitution (for incorporated committees).
- Developing the RDA Committee's Annual Business Plan and Budget; Annual Report on Outcomes and Annual Audited Accounts; Communications Strategy; and associated management delivery strategies.

## **Management**

- Providing management advice and support to the RDA Committee consistent with the Funding Agreement and the Better Practice Guide, including:
  - Keeping the RDA Committee informed of the status and progress of its business
  - Undertaking the accountable and transparent management of RDA Committee funds under the oversight of the Chair
  - Ensuring that all RDA Committee reporting and compliance requirements are met
  - Ensuring that the RDA Committee operates in accordance with the applicable state or territory incorporation legislation
  - Ensuring that the RDA Committee meets its obligations under the Funding Agreement
  - Implementing office policies and procedures
  - Leading and developing RDA Committee personnel (where agreed by the Committee) and being involved in the recruitment of staff
- Implementing decisions and activities as determined by the RDA Committee Chair or Committee.

## **ACCOUNTABILITIES AND RESPONSIBILITIES**

As the DRD you will be accountable to the RDA Committee for the successful achievement of the organisation's strategic objectives. You will also be accountable to:

- The Southern Inland region – for delivering outcomes that meet regional needs
- The funding providers – for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible
- RDA Committee staff – for providing a safe and healthy workplace.

The DRD will be responsible for:

- Supporting the RDA Committee to meet the requirements of the RDA charter
- Delivering the outcomes and meeting the reporting requirements and performance measures specified in the RDA Funding Agreement and any other agreements the RDA Committee has with funding partners.
- Budgeting and securing additional funding streams for projects where necessary.
- The good operational and financial governance of the overall organisation.

## **SELECTION CRITERIA**

Successful applicants for the position of DRD will be expected to demonstrate a high level of:

- **Strategic thinking** – the applicant will have worked at very senior levels in business and have had considerable experience in strategic vision setting and in achieving outcomes for large or complex business enterprises in complex business environments. They will be able to clearly outline a strategic vision for the RDA Committee which aligns with the Charter and clearly articulate how this will be achieved.
- **Analytic ability** – the applicant will have worked in a complex environment dealing with high level problems involving multiple competing factors and a high degree of ambiguity. They will be able to demonstrate a clear understanding of the importance of using a range of information sources from a range of varied stakeholders in decision making and be able to demonstrate a strong track record of integrating this with their own experience and knowledge in their problem solving.
- **Working with government** – the applicant has considerable experience in working with more than one level of government and possibly all three, and may have also worked in government. They will be able to demonstrate a sound understanding of government policy and be able to clearly translate this into economic development opportunities for their region. They will have a demonstrable track record of achieving very positive outcomes from working with government.
- **Communications and stakeholder engagement** – the applicant has been successful in managing a broad range of stakeholders in a complex environment to achieve very successful outcomes. They will have a high degree of experience in managing complex relationships including how to manage conflict between stakeholders. They will be able to clearly articulate how their communication style was instrumental in achieving successful outcomes and how they would adapt this to the RDA environment.
- **Professional business skills** – the applicant will be able to demonstrate a very strong track record in delivering successful business outcomes in senior leadership roles across their career and strong project management skills. They will be able to clearly articulate the economic development issues facing the region and will have insightful strategies for achieving regional growth which align with the role of the RDA as set out in the charter. They should also have significant organisational governance experience and be able to very clearly articulate how to effectively implement better practice governance frameworks.
- **Leading people and change** – the applicant has had significant experience in successfully leading one or more teams or organisations through complex and substantial change. They will be able to articulate a clear understanding of how to lead through change. They will be able to clearly demonstrate what they have done to bring about successful and sustainable outcomes in an organisation or team.

## **SELECTION PROCESS DESCRIPTION**

Applications should be returned to Mr Hugh Cooke, Chair, RDA Southern Inland at [Hugh@rdasi.org.au](mailto:Hugh@rdasi.org.au) along with your Curriculum Vitae (CV) by **5pm Friday 30th August 2019**. Once submitted, you should receive email confirmation that your application has been received. The application process involves the following steps and indicative timeframes:

1. **Call for applications** – via various media and through the individual RDA Committee’s website. Applications will be open for up to 3 weeks.
2. **Processing of applications** – once applications close they will be provided to the Selection Panel for assessment. This may take up to 10 days.
3. **Interviews** – selected applicants will be invited to participate in a panel interview which will normally be conducted face-to-face, but may be done via telephone. It may take up to 10 days to complete all interviews.
4. **Referee and other checks** – once interviews are completed the Selection Panel will conduct referee checks and may conduct other checks (e.g. probity checks) if required before making their final assessments of each applicant. This process may take up to two weeks.
5. **Consultation with delegate** – once the Selection Panel has identified its preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to two weeks.
6. **Advice to applicants** – once a final decision has been made, applicants will be advised of the outcome of their application by email and/or post. This may take up to one week.