

**Regional Development Australia Mid North Coast Inc.**

**Position Description – Regional Investment Officer (RIO) Norfolk Island**

All postal correspondence  
PO Box 2537  
Port Macquarie NSW 2444

## 1. JOB IDENTIFICATION

<b>Job title</b>	Regional Investment Officer (RIO), Norfolk Island (NI)
<b>Tenure</b>	Full time contract position to 31/12/2020
<b>Reports to</b>	CEO
<b>Positions reporting to this position</b>	Nil
<b>Other positions that may report to this position in the future</b>	Project officer

## 2. SUMMARY OF KEY PURPOSE

A new role of Regional Investment Officer (RIO) is now available on Norfolk Island (NI). This role will involve working with key stakeholders to support the local community to attract investment, create jobs and drive economic development on NI.

The immediate focus of the role will be to increase the capacity and capability of local organisations to develop successful grant funding applications for their community.

The key responsibilities of the role include working with stakeholders to facilitate:

- Increased growth in existing industries, including the establishment of new business networks and improving the effectiveness of existing business networks to support growth in their respective industries; and
- Increased internal and external investment in NI, leading to industry diversification, new business opportunities and increased employment.

In doing this the RIO will:

- Identify economic opportunities that leverage private and public sector investment on NI;
- Connect NI with industry sectors, international trade partners, financial markets, regional entrepreneurs and business leaders to attract investors to explore new opportunities to grow local jobs on NI;
- Develop and maintain positive working relationships on NI with all levels of Government, industry, community and other regional stakeholders;
- Promote and disseminate information on Australian Government policies and grant programs and support community stakeholders on NI to develop project proposals to access funding;
- Provide evidence-based advice to the Australian Government on critical regional development issues relating to NI; and
- Provide information on regional activities and competitive advantages to all levels of government, industry, business and community sectors.



The **RIO** will be a highly motivated individual with relevant skills and experience in economic development, relationship development, communication, project management, reporting and online social platforms. The RIO will work closely with the CEO, the RDAMNC team, the Administrator of NI, representatives from the Department of Infrastructure, Regional Development and Cities, the NI Regional Council and local community, industry and business stakeholders and will have the capacity to flourish in a fast paced and strategic environment.

The role will work autonomously and will be responsible for the NI specific outcomes referred to above. This will require the RIO to be pro-active and hands on, with the ability to respond to requests swiftly, while not losing focus on competing priorities.

It is important to note the position occupant will need to work flexibly and exercise sound judgement due to the autonomous nature of the role and remoteness of Norfolk Island.

As the local economy is heavily reliant on tourism it is likely that opportunities exist for businesses to develop strategies to engage with new partners to stimulate investment in new industries and diversify the range of experiences available to visitors. It will also be important for the RIO to engage with stakeholders to consider opportunities for improving the efficiency of moving of goods to and from NI.

### **3. DECISION MAKING**

The RIO will prepare an annual work plan which is approved by the CEO and the Australian Government. Regular reporting regarding the achievement of required outputs will be required to the CEO and the Department of Infrastructure, Regional Development and Cities.

The autonomous nature of the work will require the RIO to make decisions across project management, relationship development, work flow (within the context of the annual work plan) and management of a modest annual budget for the delivery of activities.

The position is given broad direction from the CEO and is required to translate this into appropriate strategies, work collaboratively with staff and the NI community using best judgment to provide both guidance and give feedback.

The person must exercise superior judgment in bringing sensitive matters to the attention of the CEO to ensure proposed solutions are endorsed before implementation.



#### 4. PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES

KEY RESPONSIBILITY	DUTIES
Management	<ul style="list-style-type: none"> <li>▪ Potentially manage a project officer in future (funded outside of the RDA program)</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>▪ Prepare an annual work plan</li> <li>▪ Prepare NI related content for RDAMNC internal documents, including the annual Business Plan and Annual Report, in close collaboration with the CEO</li> <li>▪ Development of an action plan for economic development in NI in close collaboration with the CEO, Committee and NI stakeholders</li> <li>▪ Prepare internal and external communications plans and policies for NI office</li> </ul>
Reporting against key performance indicators	<ul style="list-style-type: none"> <li>▪ Use RDAMNC's online systems to report outputs</li> <li>▪ Measure RDA outputs in NI in regard to:               <ol style="list-style-type: none"> <li>a. Identification of economic opportunities</li> <li>b. Increased trade and job creation</li> <li>c. Cooperative effort among government, community and businesses</li> <li>d. Achievement of government program objectives</li> <li>e. Maximise access to government programs and grants</li> <li>f. Provide advice to the Australian Government to support NI economic outputs and outcomes</li> </ol> </li> </ul>
Stakeholder relationships	<ul style="list-style-type: none"> <li>▪ Maintain relationships with stakeholders and media contacts as appropriate to activities</li> <li>▪ Maintain a database of stakeholder and media contacts</li> <li>▪ Work partnership with the NI Administrator, the Department of Infrastructure, Regional Development and Cities, the NI Regional Council and other key local community, industry and business stakeholders</li> </ul>
Branding	<ul style="list-style-type: none"> <li>▪ Support the RDAMNC office to develop branding specific to NI</li> <li>▪ Understanding of the importance of working within established brand guidelines</li> <li>▪ Champion the maintenance of brand guidelines to ensure production of professional and consistent branding and communication materials</li> </ul>
Issues management	<ul style="list-style-type: none"> <li>▪ Identify sensitive organisational and stakeholder issues and respond to those issues appropriately</li> <li>▪ Recommend strategies to manage the issues, including identifying appropriate responses and communication channels</li> <li>▪ Implement actions within the parameters of the RDA Better Practice Guide and RDAMNC policies and procedures</li> <li>▪ Prepare communications materials</li> </ul>
Publications	<ul style="list-style-type: none"> <li>▪ Identify and create content about economic development in NI and liaise with the RDAMNC Innovation and Media Manager to publish across various publications</li> <li>▪ Coordinate the research pertaining to these publications, including advising research staff</li> </ul>
Research and reports	<ul style="list-style-type: none"> <li>▪ Supervise the production of research reports related to NI including content editing and providing supervision and guidance to research staff</li> <li>▪ Coordinate and deliver research regarding economic opportunities in NI</li> <li>▪ Coordinate the provision of research to stakeholders, particularly the provision of statistical evidence in support of regional priorities and funding applications for strategic infrastructure</li> <li>▪ Report to the CEO in the required timeframes</li> </ul>



Campaigns and Promotional Materials	<ul style="list-style-type: none"> <li>▪ Prepare written materials for public awareness campaigns</li> <li>▪ Identify target audiences, communications strategies and appropriate communications channels</li> <li>▪ Prepare or oversee the preparation of communications pieces and materials, including editorial, media releases, newsletters, promotional material, websites and other online communications</li> </ul>
Digital Communications	<ul style="list-style-type: none"> <li>▪ Facilitate social media to promote NI across Facebook and Instagram</li> <li>▪ Contribute to the RDAMNC e-newsletters, social media activity and NI website content</li> </ul>
Media	<ul style="list-style-type: none"> <li>▪ Maintain close working relationships with all regional media and act as contact for media enquiries</li> <li>▪ Proactively identify media opportunities, researching and recommending strategies to respond to media issues</li> <li>▪ Maintain records of coverage of RDAMNC publicity</li> </ul>

## 5. SELECTION CRITERIA

### Essential criteria:

- Minimum 5 years experience in an economic development role
- Australian Drivers Licence
- Tertiary qualifications in Business or project management
- Excellent communication skills enabling clear, concise and transparent communication with a broad range of stakeholders
- Excellent community relationship building skills spanning across government, business and the community
- Project management experience in developing and executing economic development activities
- Ability to write successful funding applications
- Ability to manage complex workflows, multi-task and prioritise while maintaining Key Performance Indicators
- Strategic and creative approach to opportunities and solving potential problems
- Ability to build capacity in others
- Advanced knowledge of Microsoft Office Suite

### Desirable criteria:

- Extensive contacts in regional development
- Experience in providing advice on public relations strategies and public awareness campaigns
- Understanding of Australian Government's Regional Development Australia charter
- Understanding of NI reforms and the NI legislative framework



## 6. TENURE

The RIO is a full time contract position until 31/12/20. The RIO will report to the CEO and will work with other RDAMNC staff. The RDAMNC office is located in Port Macquarie, NSW.

The RIO is expected to work across a 37.5 hour working week equating to 7.5 hours each day. The expected hours of work are 830am-5pm, however RDAMNC realises at times work may be required in time periods beyond these hours. This is taken into account within RDAMNC's flexible work policy.

The position is located full time on NI and it is expected the RIO will also live on NI.

## 7. APPLICATIONS

Applications open 11 January 2018 and close at 5pm on 5 February 2018. Please submit the following to apply for the position to [operations@rdamnc.org.au](mailto:operations@rdamnc.org.au) on or before the closing date;

- Response to the essential and desirable criteria
- A copy of your resume
- Covering letter

Any questions about the position and/or application process can be made to Jenni Kew, Operations Manager RDAMNC via (02) 5525 1500 or [operations@rdamnc.org.au](mailto:operations@rdamnc.org.au)

