

Position Description

Position Title:	Director of Regional Development
Location:	Regional Development Australia – Mid North Coast office located in Suites 9&10 111 William Street, Port Macquarie
Tenure:	The Director of Regional Development (DRD) position is a full time contract until 31 December 2020.
Hours of Work:	Normal work hours are seventy a fortnight between the hours of 8.30 am and 6.00 pm Monday to Friday. However, work outside of these hours may be required from time to time.
Salary:	\$100,000 pa plus 9.5% superannuation and annual leave loading.
Purpose:	Regional Development Australia Mid North Coast (RDAMNC) is funded by the Commonwealth Government. Its role is to support the growth and development of the Mid North Coast. RDAMNC is a not-for-profit incorporated association registered in New South Wales and funded by the Commonwealth Government.

Summary of Key Purpose

Reporting to the Chairperson, the Director of Regional Development (DRD) position plays a key role in developing employment, investment and economic opportunities in the Mid North Coast and Norfolk Island

The region of the Mid North Coast includes communities from Woolgoolga in the North to Taree in the South and East to Lord Howe Island. The role also manages the delivery of a Regional Development Australia initiative on Norfolk Island.

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 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 and 3rd party contracts
- The overall sound operational and financial governance of the organisation

KEY ACCOUNTABILITIES

- Connecting stakeholders and facilitating opportunities
- Identifying needs and facilitating strategic planning
- Advising Government
- Committee governance
- Management
- Business development

KEY DUTIES AND RESPONSIBILITIES

The DRD is responsible for the day-to-day management and administration of the organisation and the development of the economy of the region.

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 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.

Business development

- Maintaining existing business contracts and generating new business including:
 - Ensuring existing client contracts are delivered in an appropriate and timely manner
 - Generating new business and revenue streams
 - Staying abreast of industry trends
 - Refining existing commercial activities and developing new products/services

SELECTION CRITERIA

Essential criteria

- Current NSW Drivers licence
- Tertiary qualifications in business
- Knowledge of MS Office Suite
- Demonstrated ability to write across a broad variety of mediums
- Demonstrated ability to engage an audience via social media
- Demonstrated ability in the following skill sets:
 - **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 Program 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. 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. 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.
 - **Business development abilities** – the applicant will have a sound track record in revenue generation including client liaison, identifying revenue streams, innovating to address market needs and managing client contracts

Desirable attributes

- Knowledge of the Mid North Coast and key economic challenges
- A network bridging business and government located in the Mid North Coast