

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

### 1. JOB IDENTIFICATION

<b>Job title</b>	Regional Investment Officer (RIO), Norfolk Island (NI)
<b>Tenure</b>	Full time position
<b>Reports to</b>	Director of Regional Development Mid North Coast (DRD)
<b>Positions reporting to this position</b>	Nil
<b>Other positions that may report to this position in the future</b>	Project officer, Norfolk Island

### 2. SUMMARY OF KEY PURPOSE

RIOs are specialist regional development professionals who will work within territory communities to deliver RDA program services.

They will focus on supporting communities to develop successful grant applications for projects which will drive economic development and investment in their territories.

The Indian Ocean Territories (IOTs), Norfolk Island (NI) and the Jervis Bay Territory (JBT) have traditionally been unable to access grant funding and related investment and as a consequence have not had the same level of opportunity to develop skills in the preparation of successful grant applications. RIOs will focus on developing capacity and capability within the Territories to access grant funding.

The immediate focus of RIOs will be on assisting stakeholders to achieve:

- An increase in successful grant funding applications from their communities;
- Increased growth in existing industries, including the implementation of a clustering approach to enhance business networks to support industry growth; and
- Increased internal and external investment in the territories, leading to industry diversification, new business opportunities and increased employment.

As the regional development capacity and capability of local leaders develops, RIOs will move to a more facilitative role which has a greater emphasis on connecting investors with entrepreneurs and business leaders to drive innovation and create jobs and growth.



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 DRD, RDAMNC team and stakeholders and will have the capacity to flourish in a fast paced and strategic environment.

As part of a small team, the RIO must be pro-active and hands on, with the ability to respond to requests swiftly, while not losing focus of competing priorities, higher level communications objectives, and supporting the DRD as required.

It is important to note that due to the nature of working in a small team, flexibility is required and the role will enjoy a high level of variety.

### **3. CHALLENGES AND PROBLEM SOLVING**

Major challenges currently facing the position include:

- Working and living in a remote location
- Recent reform on NI and associated changes
- Development and maintenance of relationships with key stakeholders on NI
- Understanding and adapting government initiatives to give context to NI residents
- Current reliance on a single industry to enable the NI economy

### **4. DECISION MAKING**

The RIO is responsible for the implementation of economic opportunities as identified in consultation with community by major stakeholders including the on island Administrator, Norfolk Island Regional Council (NIRC) and Regional Development Australia (RDA) stakeholders. The RIO will also identify additional opportunities throughout the delivery of the role.

The position makes recommendations to the DRD and the RDAMNC Committee and manages a modest annual budget for the delivery of activities.

The position is given broad direction from the DRD 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 DRD, as appropriate, to ensure proposed solutions are endorsed before implementation.



## 5. PRIMARY OUTCOMES AND ACCOUNTABILITIES

KEY RESPONSIBILITY	OUTCOME
Management	<ul style="list-style-type: none"> <li>Potentially manage a project officer in future</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>Contributing to key RDAMNC internal documents, including the annual Business Plan and Annual Report, in close collaboration with the DRD</li> <li>Development of an action plan for economic development in NI in close collaboration with the DRD, Committee and NI stakeholders</li> <li>Prepare internal and external communications plans and policies</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>Meet regularly with key on island stakeholders including NIRC and the Administrator</li> </ul>
Branding	<ul style="list-style-type: none"> <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 DRD 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 RDA Norfolk Island e-newsletters, social media activity and 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>

## 6. 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
- 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 KPIs
- 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
- Understanding of Federal Government Regional Development Australia charter
- Understanding of Norfolk Island reform and associated legislative framework

## 7. TENURE

The RIO is a full-time position (1.0 FTE). It will report to the DRD and will work closely with other staff and Committee members. 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 in NI and it is required that the RIO will also live in NI.

## 8. REMUNERATION

The Package includes base salary (\$90,000 - \$95,000) plus superannuation and leave loading. The RIO package also includes a vehicle for use on Norfolk Island and a contribution to living



## 9. APPLICATIONS

Applications open 10 September 2018 and close at 5pm on 5 October 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, Chief Operating Officer RDAMNC via (02) 5525 1500 or [operations@rdamnc.org.au](mailto:operations@rdamnc.org.au)

