Appendix A: Applicant Information Pack – Deputy Chair

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Mid North Coast Committee as a Deputy Chair.

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.

The application form can be completed via SurveyMonkey, once completed, a copy of your Curriculum Vitae (CV) **must** be emailed to Dianne Wall, COO at operations@rdamnc.org.au.

Deputy Chairs focus on the economic development of their region, with the exception of capital city RDA Committee Deputy Chairs in Sydney, Melbourne, Brisbane, Perth and Adelaide, who work to identify and facilitate economic development opportunities between regional RDAs and capital city stakeholders. Please note that the position descriptions and selection criteria below refer to both regional and capital city RDA roles and should be tailored accordingly when advertising.

Women, people from First Nations Australian and diverse cultural backgrounds, and people with disability are encouraged to apply.

Position description

The role of the Deputy Chair is to assume the role and duties of the RDA Chair, as defined below, whenever the Chair is not available. The Deputy Chair also plays an important role in supporting the Chair in day-to-day matters and has similar skills to the Chair.

The RDA Committee Chair leads a diverse group of individuals working in a complex environment to deliver high value outcomes for the state/region. The Chair is a recognised business or state/regional leader who drives economic growth, innovation and entrepreneurship in regions through facilitating investment in people, places, services, and industries and local economies.

The Chair puts in place work programs which bridge regional development gaps by working with stakeholders across sectors and diverse communities (especially with First Nations people) and supporting the delivery of identified Australian Government strategic priorities.

They are very knowledgeable about the economic, social, cultural and environmental opportunities and challenges facing their state/region; well-connected and a strong advocate for their state/region; and for regional RDA Chairs, draw their regional communities together to build and drive economic growth. RDA Chairs act with integrity, transparency, respect and accountability, and champion gender equality opportunities.

The RDA Chair provides strategic direction and leadership to the RDA Committee and ensures corporate governance arrangements are effectively designed and implemented. They demonstrate strong leadership to the Committee and have a sound understanding of board or committee performance management, including people and organisational management processes.

Accountabilities and responsibilities

The RDA Deputy Chair will be accountable to:

- The Chair – for supporting the activities of the Committee
- Their regional RDAs/communities – 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 RDA Deputy Chair will be responsible for supporting the RDA Committee to meet the requirements of the charter, deliver against the outcomes, reporting requirements and performance measures specified in the RDA Funding Agreement, and for the good operational and financial governance of the overall organisation.

Selection criteria

RDA Deputy Chairs are expected to be able to demonstrate a high level of:

1. **Leadership and governance** – A successful applicant will have a very high degree of experience and capability in leading organisations and be able to demonstrate a high degree of knowledge of the governance and performance management principles that apply to volunteer committees. They have most likely chaired a board or committee and/or led an organisation and achieved successful and sustainable outcomes in this role(s). They will be very familiar with the types of processes required to lead/manage an organisation, board or committee and have experience leading a group of people in a complex setting.
2. **Delivery focus** – A successful applicant will have had significant experience in actively and substantively contributing to the leadership of high performing organisations that have had success in achieving outcomes within tight deadlines and in a difficult and complex environment.
3. **Stakeholder engagement** – The applicant will have demonstrated experience in successfully managing a broad range of internal and external stakeholders in a complex environment to facilitate the achievement of very successful outcomes. They will have a high degree of experience in managing complex relationships including how to manage conflict between stakeholders.
4. **Representational skills** – A successful applicant will have had extensive experience representing regional, business and/or industry interests in a variety of forums. They can demonstrate they are recognised as a business, industry and/or regional leader and are regularly called upon to represent these groups as appropriate. They have a sound understanding of the complexities involved in representing a diverse set of people and views that typically exist within a region, business and/or industry groups and can articulate what is necessary to be successful in such a role. They will be able to demonstrate a strong track record of being collaborating with integrity, transparency, respect and accountability.
5. **Commitment to the region** – To be successful, an applicant will be expected to have a deep commitment to the region. They will have significant personal and business networks, can clearly articulate the key issues facing the region and how the RDA Committee can broker solutions to these issues. The applicant should live and may have, or have had, business interests in the region and will be a regional, industry and/or business leader. For standalone capital city RDAs, the applicant should reside in the capital city, and/or have very strong relationships with regional and capital city stakeholders.
6. **Commitment to diversity** – A successful applicant will be committed to attracting, retaining and supporting a diverse range of members and staff including First Nations people, women, people from the LGBTIQA+ community, people with disability and people from culturally and linguistically diverse backgrounds. They will have demonstrated experience in fostering

successful and respectful relationships with diverse communities, especially First Nations people, and supporting gender equality opportunities.

Selection process description

Applying for a Deputy Chair position involves completing the application form and providing a brief CV. Once the application form has been completed on Survey Monkey the CV should be submitted to Dianne Wall at operations@rdamnc.org.au. Once submitted, you should receive email confirmation that your application has been received. The application process involves the following steps and indicative timeframes:

1. **Processing of applications** – once applications close they will be considered by the Selection Panel
2. **Referee and other checks** – the Selection Panel will conduct referee checks, and other checks (e.g. probity checks) if required, before making a final assessment of each applicant. This process may take up to two weeks. The Selection Panel will then provide its recommendation to the Chair for consideration.
3. **Consultation with delegate** – once the Chair has identified their preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to six weeks.
4. **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.