

Applicant Information Pack – Members

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

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 (<https://www.surveymonkey.com/r/CSMTRXB>) and a copy of your resume emailed to Dianne Wall at operations@rdamnc.org.au.

Women, people from Indigenous and diverse cultural backgrounds, and people with disability are encouraged to apply.

Position description

The RDA Board member is an active contributor to the outcomes of a diverse group of individuals working in a complex environment to deliver high value outcomes for the state or community and region. Members are an active supporter of creating jobs and regional growth.

They are expected to leverage existing networks and develop new networks across industry sectors. RDA Board members are required to support the Chair to attract opportunities and investment to their state/region. They must be knowledgeable about the economic, social, cultural, and environmental opportunities and challenges facing their state/region; be well connected and a strong advocate for their region(s); and for regional RDA members, draw their regional communities together to build and drive economic growth.

The RDA Board member works as an effective member of the RDA Board toward a common goal or strategy and drives projects that target specific areas of economic development for the state/region. They actively support Board governance and management processes.

Accountabilities and responsibilities

RDA Board members will be accountable to:

- The Chair – for supporting the activities of the Board
- 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 Board staff – for providing a safe and healthy workplace.

Members will be responsible for supporting the RDA Board 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

1. **Leadership and governance** – A successful applicant will have experience and capability in leading organisations and can demonstrate an understanding of the governance and performance management principles that apply. They will be familiar with the types of governance processes required to manage an organisation, board or Board and have leadership experience

2. **Delivery focus** – A successful applicant has most likely had experience in actively leading high performing organisations that have had success in achieving difficult outcomes in a complex environment
3. **Business acumen** – A successful applicant will have a history of making successful organisational decisions and being able to recognise and seize business opportunities. The applicant has most likely had a career working in successful ventures that may be focused on one industry or in a public sector or not-for-profit organisation. The applicant has functioned as a leader in some capacity in the roles they have had and been successful in these roles
4. **Stakeholder engagement** – To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes
5. **Representational skills** – A successful applicant has most likely had experience representing either their state/region, business and/or industry. They understand the complexities in representing a diverse group such as a state/region, business and/or industry
6. **Commitment to the state/region** – To be successful, the applicant will have a clear commitment to the state/region and have strong personal and business networks. They will understand and be able to articulate the opportunities facing the state/region. For regional RDAs, the applicant may have spent substantial time in the region and be a highly active member of the community. For standalone capital city RDAs, the applicant may have spent substantial time in the capital city, and/or have very strong relationships with capital city stakeholders.

Selection process description

Applying for a Board member position involves completing this form and providing a brief Curriculum Vitae (CV). These documents should be returned 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. **Appointment decision** – once all information has been received, the Chair will identify the preferred candidate(s). This may take up to four 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.