

This Applicant Information Pack provides you with the information you need to complete an application for a position of Director of Regional Development (DRD) with the RDA ACT Committee.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria for the DRD position.
2. Selection process description including application lodgement instructions.
3. Link to application form: <http://rdaact.org.au/files/view/?id=2294>

The application form can be downloaded from this link, completed electronically offline and emailed to [Committee@rdaact.org.au](mailto:Committee@rdaact.org.au). Applications close 12.00 pm, Wednesday, 23 May.

### POSITION DESCRIPTION

The role of the RDA ACT Director of Regional Development is to:

#### 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.

### **ADVICE TO 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 Better Practice 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.

### **ACCOUNTABILITIES AND RESPONSIBILITIES**

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
- The good operational and financial governance of the overall organisation.

## SELECTION CRITERIA

Successful applicants for the DRD position will be expected to demonstrate a high level of:

- **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 Committee that 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. They 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.

## SELECTION PROCESS DESCRIPTION

The process of applying for a DRD position with an RDA Committee is completed through the application form available on the individual RDA Committee's website. This should be returned to *the* Executive Director at [Committee@rdaact.org.au](mailto:Committee@rdaact.org.au), along with your Curriculum Vitae (CV).

Once submitted, you will receive email confirmation that your application has been received. The application process involves the following steps and indicative timeframes:

1. **Call for applications** – via various media and through the individual RDA Committee's website. Applications will be open for up to four weeks.
2. **Processing of applications** – once applications close they will be provided to the Selection Panel for assessment. This may take up to two weeks.
3. **Interviews** – selected applicants will be invited to participate in a panel interview which will normally be conducted face-to-face, but may be done via telephone. It may take up to two weeks to complete all interviews.
4. **Referee and other checks** – once interviews are completed the Selection Panel will conduct referee checks and may conduct other checks (e.g. probity checks) if required before making their final assessments of each applicant. This process may take up to two weeks.
5. **Consultation with delegate** – once the Selection Panel has identified its preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to two weeks.
6. **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.