

# POSITION DESCRIPTION

## 1. POSITION IDENTIFICATION

<b>Title</b>	Regional Economic Development Coordinator: North West and North
<b>Office location</b>	Burnie
<b>Reports to</b>	Chief Executive Officer
<b>Employment Status</b>	Full Time permanent (via employment contract); Fixed term until 30 June 2025.

## 2. BACKGROUND

Regional Development Australia (RDA) is a national network of Committees made up of local leaders who work with all levels of government, business and community groups to support the economic development of their regions.

RDA Committees have an active and facilitative role in their communities with a clear focus on growing strong and confident regional economies that harness their competitive advantages, seize economic opportunities and attract investment.

## 2. POSITION OBJECTIVE

On 28<sup>th</sup> October 2020 the Hon Nola Marino MP, Assistant Minister for Regional Development and Territories announced the Australian Government's recommitment to the RDA Committees Program under a new 4.5 year funding agreement and streamlined Charter.

The Charter include collaborating with other RDA Committees, all levels of government, and the private sector to:

- A. Facilitate regional economic development outcomes, investment, local procurement, and jobs.
- B. Promote greater regional awareness of and engagement with Australian Government policies, grant programs and research.
- C. Improve Commonwealth regional policy making by providing intelligence and evidence-based advice to the Australian Government on regional development issues.
- D. Co-ordinate the development of a strategic regional plan or work with suitable existing regional plans that will align with the Commonwealth's regional priorities.

The role of the Regional Economic Development Coordinator is to support the RDA Tasmania Committee achieve these outcomes.

The first two elements of the charter, namely *facilitate regional economic development outcomes, investment, local procurement and jobs* and *promote greater regional awareness of and engagement with Australian Government policies, grant programs and research* across the north west and north of Tasmania are the majority of the activity however the role is broad and flexibility is required to support all four elements of the charter.

### 3. COMPETENCIES REQUIRED

The following competencies are required for this position:

<b>Communication</b>	<p>Contribute to productive and harmonious relations with employees, RDA Tasmania Committee and external stakeholders</p> <p>Listen &amp; understand; negotiate; use data effectively; writing to the needs of the audience; sharing information; presenting/speaking to a range of audiences and facilitating workshops.</p>
<b>Team work</b>	<p>Contribute to productive working relationships and outcomes</p> <p>Working as an individual and/or team member; coaching, mentoring and giving feedback.</p>

<p><b>Problem solving</b></p>	<p>Work within RDA Tasmania and with our diverse range of stakeholders to develop creative, innovative and practical solutions; solving problems, individually and in teams; applying a range of strategies &amp; initiative &amp; independence to problem solving.</p>
<p><b>Networking</b></p>	<p>Have and build strong local networks and relationships across government, industry, and the community.</p> <p>Demonstrate the capacity to use networks to strengthen the reputation of RDA Tasmania amongst stakeholders, including using networks to gather regional intelligence, promote RDA Tasmania activities and objectives, and identify opportunities to connect stakeholders to achieve broader economic outcomes.</p>
<p><b>Planning and organising</b></p>	<p>Have a sound understanding of project management. Contribute to long-term and short-term strategic planning.</p> <p>Manage time and work priorities; being resourceful; take initiative and make decisions as appropriate; empower stakeholders and allocate resources to tasks; collecting, analysing and organizing information.</p> <p>Have a personal vision and goals; evaluating and monitoring own performance; articulating own ideas and vision; taking responsibility.</p>
<p><b>Technology</b></p>	<p>Have a range of basic IT skills; apply IT as a management tool; use IT to organise data: willingness to learn new IT skills.</p>
<p><b>Learning</b></p>	<p>Contribute to ongoing improvement and expansion in employee and company operations and outcomes.</p> <p>Have a commitment to ongoing personal development; use a range of structured learning and self-development opportunities – mentoring, peer support, webinars, networking, information technology and other relevant course and conferences opportunities as they arise.</p>
<p><b>Initiative and enterprise</b></p>	<p>Contribute to innovative thinking and opportunities.</p> <p>Adapt to new situations; being creative; translating ideas into action; generate a range of options; consider innovative solutions.</p>

#### 4. KEY PERFORMANCE OBJECTIVES

RDA Tasmania's annual activities are described in our *Annual Business Plan* and reported annually in our *Annual Report on Outcomes* (as required by our funding contract). The employee will contribute to both the development and implementation of the annual business plan and subsequent reporting.

Outputs	Key Performance Indicator
<p><b>Facilitate regional economic development outcomes:</b></p> <p>Investment, local procurement and jobs. The employee will be assessed by their contribution to RDA Tasmania's impact on key economic development projects and initiatives.</p>	<p>The employee will be assessed against activities which could include the level of engagement in the region with local government, business and community organisations.</p> <p>This output will measure the employee's contribution to economic development projects and initiatives that result in the development of communities and support for the ongoing growth of the industry and employment base of the region.</p>
<p><b>Greater awareness of Government programs:</b> Includes the promotion of and engagement with Australian Government policies, grant programs and research.</p>	<p>Activities that contribute to the community through participation in or initiated by the employee including information forums, expos, workshops, newsletters, and grant writing workshops.</p> <p>Support provided to local government, business and community organisations applicants to assist in developing strong applications that benefit the region.</p> <p>Efforts that result in collaborative proposals and the number of successful applications they have supported.</p>

<p><b>Commonwealth Policy Making:</b></p> <p>Improve Commonwealth regional policy making by providing intelligence and evidence-based advice to the Australian Government on regional development issues.</p>	<p>Measured by the contribution to RDA Tasmania providing intelligence and evidence-based advice to the Australian Government as directed by the CEO.</p> <p>This can include anecdotal advice through to formal submissions to Parliamentary Inquiries.</p>
<p><b>Improved Regional Planning:</b></p> <p>This output will measure the employee's role in, contribution to and impact on strategic regional planning.</p>	<p>Measured by the contribution to the development and maintenance of a strategic regional plan for Tasmania.</p> <p>Includes working with stakeholders including other organisations and to provide context to their strategic planning both within Tasmania and in comparison, to other regions.</p> <p>Activities might include developing, bringing together or contributing to regional planning, conducive to a long term vision for the region that aligns with the Commonwealth's regional priorities.</p>

## 5. PERSON SPECIFICATION

### Qualifications – Desirable:

Tertiary qualifications in a related discipline (regional development, government policy, business, or other).

### Knowledge, Skills & Experience (Essential):

Demonstrate a capacity to:

- Plan, prepare and communicate to various audiences (includes written feedback, workshops and meeting facilitation);
- Critically analyse projects and provide authoritative advice
- Reviewing policy and providing advice to government and other stakeholders;
- Research and strategic analysis.

**Knowledge, Skills & Experience (Desirable):**

- Broad experience in regional development, community consultation, project management;
- Strong networking and interpersonal skills
- Using social media to promote and enhance the work of RDA Tasmania

**Other:**

The employee must always hold a current Driver's License.

## 6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY

**ORGANISATIONAL RELATIONSHIPS**

Reports to: Chief Executive Officer

**Manages:**

Internal Contacts: Nil

External Contacts: Nil

**ORGANISATIONAL AUTHORITY**

Decisions made in the position: The position has no delegated authority

## 7. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

## 8. GENERAL RESPONSIBILITIES

The employee will be expected to undertake a range of activities that will require a reasonable amount of intrastate travel, including on occasions overnight stays.

The employee is expected to contribute and support the friendly and cohesive work environment in a small team, including from time to time, a willingness to assist other members of staff and undertake a broader range of activities that might be the case in a larger organisation.

## 9. ACKNOWLEDGEMENT

The role and purpose of the RDA Tasmania Committee is determined by the Australian Government (both the Minister and relevant department) and may change from time to time.

This job description has been designed to indicate the general nature and level of work performed by employees within this organisation. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Employee:</b>		<b>Signature &amp; date:</b>	
<b>Chief Executive Officer:</b>		<b>Signature &amp; date:</b>	
<b>Prepared by:</b>	CEO & DRD	<b>Date Issued:</b>	September 2021