

Differences between Executive Officer and Director of Regional Development Roles (assumes that RDA Committees will have a dual Executive Officer/Director of Regional Development position)

Executive Officer (as defined in the RDA Better Practice Guide)	Director of Regional Development	Difference
Committee Governance		
<ul style="list-style-type: none"> • Managing the day-to-day affairs of the RDA Committee and its personnel in a manner consistent with the Guide, the Committee’s Regional Plan and Annual Business Plan and Budget, the Funding Agreement, and its constitution (for incorporated committees) • Developing the RDA Committee’s Regional Plan; Annual Business Plan and Budget; Annual Report on Outcomes and Annual Audited Accounts; and associated management delivery strategies 	<ul style="list-style-type: none"> • Managing the day-to-day affairs of the RDA Committee and its personnel in a manner consistent with the 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 	<p>No changes other than to remove references to the Regional Plan and add a reference to the Communications Strategy – the Director of Regional Development will be responsible for ensuring the RDA Committee has robust corporate governance arrangements in place, including work plans, budgets, policies and procedures</p>
Management		
<ul style="list-style-type: none"> • Providing management advice and support to the RDA Committee consistent with the Funding Agreement and the Guide, including: <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Providing management advice and support to the RDA Committee consistent with the Funding Agreement and the Guide, including: <ul style="list-style-type: none"> ○ 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 	<p>No changes – the Director of Regional Development will be responsible for ensuring the RDA Committee has effective management arrangements in place, including processes for monitoring the delivery of outcomes, for complying with external and internal requirements</p>

Executive Officer (as defined in the RDA Better Practice Guide)	Director of Regional Development	Difference
<ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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 	
Connect Stakeholders and Facilitate Opportunities		
<ul style="list-style-type: none"> ● Promoting the activities of the RDA Committee within the community and acting as a representative of the Committee as required, including building and maintaining stakeholder relationships ● Responding to tasks or requests from regional stakeholders ● Assisting in the promotion and facilitation of whole-of-government responses to regional issues ● Working in partnership with the all tiers of government 	<ul style="list-style-type: none"> ● 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 	<p>The defined Executive Officer role promotes the RDA Committee's activities to key stakeholders whereas the Director of Regional Development will facilitate stakeholder connections in a manner that will create opportunities and address local issues</p>

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	programs, particularly those relating to economic development <ul style="list-style-type: none"> • Facilitate access to Australian Government grant programs 	
Identify Needs and Facilitate Strategic Planning		
Not previously defined	<ul style="list-style-type: none"> • 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 	These duties were not previously defined in the Executive Officer’s role statement. The Director of Regional Development role will identify needs and facilitate the establishment of regional development strategies by local leaders
Advise Government		
Not previously defined	<ul style="list-style-type: none"> • 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 	This duty was not previously defined in the Executive Officer’s role statement and requires the Director of Development to advise government in a manner that will assist its future policy setting

Summary

The defined role of the Executive Officer is predominantly based around ensuring RDA Committees are well governed and managed. While these continue to be important duties in situations where RDA Committees will have a dual Executive Officer/Director of Regional Development position, the duty statement for the Director of Regional Development will be balanced, and include a requirement to support to RDA Committees to deliver tangible economic development outcomes for regions.