



Australian Government



Position description for Director of Regional Development

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.

Advise 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 (where RDA Committees will have a dual Director of Regional Development and Executive Officer role)

- 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.



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Management (where RDA Committees will have a dual Director of Regional Development and Executive Officer role)

- Providing management advice and support to the RDA Committee consistent with the Funding Agreement and the 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.