



**Regional
Development**
Australia

Regional Development Australia

Applicant Information Pack – Chair

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Applicant Information Pack – Chair

This Applicant Information Pack (the Information Pack) provides you with the information you need to complete an application for the position as Chair of an RDA Committee.

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.

Applications for RDA Committee Chair positions can only be submitted when applications are open to fill current or expected chair vacancies.

Applications can be submitted online to the Department of Infrastructure, Transport, Regional Development and Communications (the Department) using the Online Application Form link on the [Join your RDA](#) page of the RDA network website. This is the preferred method for submitting an application.

Alternatively, you can download a copy of the Application form from [Join your RDA](#), complete it electronically offline and then email it to the Department's RDA applications mailbox rdaapplications@infrastructure.gov.au. **The Department will not accept handwritten applications.**

All applications must include a brief Curriculum Vitae (CV). The online Application Form includes provisions for attaching a CV. If submitting a downloaded Application Form by email, a brief CV must also be included as an attachment.

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

Regional Development Australia Committees (RDAs)

There are 47 RDA Committees which focus on the economic development of their designated region. Their coverage extends to all parts of Australia except the major capital city areas of Sydney, Melbourne, Brisbane, Perth and Adelaide.

In addition, there are five state RDA Committees, for NSW, Victoria, Queensland, Western Australia and South Australia. These RDA Committees are located in Sydney, Melbourne, Brisbane, Perth and Adelaide. The state Committees are currently transitioning from their previous role, which focused on capital city economic development, to their new role, which involves facilitating economic development opportunities for the regions in their state. It is expected that this transition will be completed by 30 June 2021, or earlier if possible.

Note: The term 'Region' in this document refers to both regional and state RDA committees and their area of responsibility. Please refer to [RDA jurisdiction maps](#) for information about each RDA Committee's regional footprint.

Position Description

The RDA Committee Chair will lead a diverse group of individuals working in a complex environment to deliver high value outcomes for their region. The Chair will be a recognised business or community leader who will champion local jobs and regional growth.

They will network widely across industry sectors to attract and facilitate opportunities and investment in their region. They will be very knowledgeable about the economic, social, cultural and environmental opportunities and challenges facing their region; be well connected and a strong advocate for their region; and for the regional RDA Chairs, draw their regional communities together to build and drive economic growth.

The Chair will provide strategic direction and leadership to the RDA Committee and ensure corporate governance arrangements are effectively designed and implemented. They will demonstrate strong leadership to the Committee and have a sound understanding of board or committee performance management, including people and organisational management processes.

Whilst the roles of regional and state RDA Committees are somewhat different, the skills and experience requirements of Chairs of all Committees are the same and therefore consistent selection criteria applies to all chair positions.

Accountabilities and Responsibilities

The RDA Committee Chair will be accountable to:

- Their regional or state communities for delivering outcomes that meet regional needs;
- The Minister for meeting the Government's expectations of the RDA;
- Funding providers for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible; and
- RDA Committee staff for providing a safe and healthy workplace.

The Chair will have primary responsibility for ensuring that the RDA Committee grows a strong and confident regional economy that harnesses competitive advantages, seizes on economic opportunity and attracts investment.

The Chair will also ensure the RDA Committee delivers against the outcomes, reporting requirements and performance measures specified in the RDA Funding Agreement. The Chair will also be responsible, along with the other Committee Members, for the good operational and financial governance of the overall organisation.

Selection Criteria

RDA Committee Chairs are expected to be able to demonstrate a high level of:

1. **Leadership and governance** – A successful applicant will have a very high degree of experience and capability in leading organisations and be able to demonstrate a high degree of knowledge of the governance and performance management principles that apply. They have most likely chaired a board or committee and/or led an organisation and achieved successful and sustainable outcomes in this role(s). They will be very familiar with the types of processes required to manage an organisation, board or committee and have experience leading a group of people in a complex setting.
2. **Delivery focus** – A successful applicant will have had significant experience in actively and substantively contributing to the leadership of high performing organisations that have had success in achieving difficult outcomes within tight deadlines and in a complex environment.
3. **Business acumen** – A successful applicant will have an extensive history of making very good business decisions under pressure and being able to quickly identify and seize business opportunities when they present themselves. They have most likely had a very successful

career in business or in a commercially oriented public sector or not-for-profit organisation and will be recognised as a business leader in any of these sectors.

4. **Stakeholder engagement** – The applicant will have been successful in managing a broad range of stakeholders in a complex environment to facilitate the achievement of very successful outcomes. They will have a high degree of experience in managing complex relationships including how to manage conflict between stakeholders.
5. **Representational skills** – A successful applicant will have had extensive experience representing regional, business and/or industry interests in a variety of forums. They are recognised as a business, industry and/or community leader and are regularly called upon to represent these groups as appropriate. They have a sound understanding of the complexities involved in representing a diverse set of people and views that typically exist within a region, business and/or industry groups and can articulate what is necessary to be successful in such a role.
6. **Commitment to the region** – To be successful, an applicant will be expected to have a deep commitment to the region. They will have significant personal and business networks, be able to clearly articulate the key issues facing the region and how the RDA Committee can broker solutions to these issues. The applicant may live or have lived or have business interests in the region and will be a regional, industry and/or business leader.

Selection Process Description

Applying for a Chair position involves completing an Application form and providing a copy of your CV. Following submission of the online Application form, you will immediately receive an auto generated email confirming your application has been received. If you are submitting an Application form by email you will receive confirmation that your application has been received within 3-5 working days of submission.

The application process involves the following steps and indicative timeframes:

1. **Call for applications** – Advertising via various media and through the RDA website (www.rda.gov.au). Applications will be open for up to four weeks.
2. **Processing of applications** – applications will be reviewed to ensure mandatory information has been provided. If you do not provide the information requested, your application may not be able to proceed.
3. **Referee and other checks** – once reviewed, the Department will conduct referee checks and may conduct other checks (e.g. probity checks) if required. This process will take up to two weeks.
4. **Consultation with decision maker(s)** – the appropriate approving authorities will be consulted so that a final appointment decision can be made. This will take up to six weeks.
5. **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 will take up to one week.

Should you have any questions, you can contact the RDA Program Management team via phone on 1800 505 938 (Monday-Friday 9am-5pm AEDT) or email at rdaapplications@infrastructure.gov.au