



**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.

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, Communications and the Arts (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 50 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 focus is to facilitate economic development opportunities for the regions in their state.

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 is required to lead a diverse organisation of individuals working in a complex environment to deliver high value outcomes for their region.

The Chair will be a recognised regional leader who will drive economic growth, innovation and entrepreneurship in regions through facilitating investment in people, places, services, and industries and local economies.

The Chair will put in place work programs which bridge regional development gaps by working with stakeholders across sectors and diverse communities (especially with First Nations people) and supporting the delivery of identified Australian Government strategic priorities.

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, and for regional RDA Chairs, draw their community together to build and drive economic growth. RDA Chairs will act with integrity, transparency, respect and accountability, and champion gender equality opportunities.

The RDA 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.

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 delivers against the RDA Charter, this being:

- focus their activities and strategy on delivery of the RIF in their region, including investment in people, places, services, and industries and local economies
- support regional stakeholders, including local government and the not-for-profit-sector, to seek grant opportunities that advance strategic regional priorities
- support decarbonisation efforts and the transformation to a net zero economy and enable regional linkages between sectors to achieve these aims
- build the evidence for economic development, including innovation and diversification strategies
- facilitate meaningful engagement across the three levels of government to ensure investments deliver better outcomes for regions, and
- contribute relevant data and local intelligence to support the evidence base to inform regional development strategies, program design and policy responses.

RDAs use their local, cross-sector expertise and regional voice to:

- collaborate with integrity, transparency, respect and accountability
- engage with diverse communities, especially First Nations people
- support the Government's ambition of 'no one held back and no one left behind', and
- support gender equality opportunities in their regions.

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.

Skills Needs

Based on the position descriptions above and a consideration of the key skills required in the leadership and management of boards and committees, the following core skills needs have been identified for Chairs, Deputy Chairs and members:

1. **Leadership and governance** – experience in leading organisations including an understanding of the relevant governance and performance management principles as they relate to volunteer committees.
2. **Delivery focus** – experience in leading high performing organisations that have had success in achieving outcomes within tight timeframes and in a difficult and complex environment.
3. **Stakeholder engagement** – experience managing a broad range of stakeholders in a complex environment to achieve successful outcomes.
4. **Representational skills** – experience representing regional, business and/or industry interests, highly developed networks and networking skills, can collaborate with integrity, transparency, respect and accountability, and an ability to translate these into economic development opportunities.
5. **Commitment to the region** – have a clear and strong commitment to the region including an understanding of local/state issues and how the RDA(s) can broker solutions to these issues. Members of standalone capital city RDAs should reside in the capital city, and/or have strong relationships with regional and capital city stakeholders.
6. **Commitment to diversity** – have a clear and strong commitment to diversity, including building strong relationships with diverse communities, especially First Nations people, and supporting gender equality opportunities.

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 to volunteer committees. 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 lead/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 outcomes within tight deadlines and in a difficult and complex environment.
3. **Stakeholder engagement** – The applicant will have demonstrated experience in successfully managing a broad range of internal and external 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.
4. **Representational skills** – A successful applicant will have had extensive experience representing regional, business and/or industry interests in a variety of forums. They can demonstrate they are recognised as a business, industry and/or regional 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. They will be able to demonstrate a strong track record of collaborating with integrity, transparency, respect and accountability.

5. **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, can clearly articulate the key issues facing the region and how the RDA Committee can broker solutions to these issues. The applicant should live and may have, or have had, business interests in the region and will be a regional, industry and/or business leader. For standalone capital city RDAs, the applicant should reside in the capital city, and/or have very strong relationships with regional and capital city stakeholders.
6. **Commitment to diversity** – A successful applicant will be committed to attracting, retaining and supporting a diverse range of members and staff including First Nations people, women, people from the LGBTIQ+ community, people with disability and people from culturally and linguistically diverse backgrounds. They will have demonstrated experience in fostering successful and respectful relationships with diverse communities, especially First Nations people, and supporting gender equality opportunities.

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 email at rdaapplications@infrastructure.gov.au