



An Australian Government Initiative



Regional
Development
Australia

ADELAIDE

CHIEF EXECUTIVE OFFICER | DIRECTOR OF REGIONAL DEVELOPMENT INFORMATION PACK

August 2024

BACKGROUND

This Applicant Information Pack provides you with the information you need to complete an application for a position with Regional Development Australia Adelaide (RDAA) as the Chief Executive Officer | Director of Regional Development.

This Information Pack contains the following elements:

1. Regional Development Australia National Charter.
2. Position description, accountabilities and responsibilities, and selection criteria for the CEO | DRD position.
3. Selection process description including application lodgement instructions.
4. Application form.

Candidates are required to submit their applications electronically to ceo@rdaadelaide.com.au. Please note that a word version of the mandatory application form is available by emailing ceo@rdaadelaide.com.au. We advise applicants to also visit our companion site www.regionaldevelopmentsa.com.au for further information on RDA Adelaide's work in South Australia.

Applications should be addressed to Regional Development Australia Adelaide Chair- Ms Jan Turbill

Closing date for Applications: **5pm Sunday 15th September 2024**

Contact for Enquiries:

Chair, Regional Development Australia Adelaide
Jan Turbill
P: 0418 844 301

Please note all applications for this position must provide a cover letter, Curriculum Vitae (CV) and fill in the mandatory application form then forward their application by 5pm Sunday 15 September 2024 to ceo@rdaadelaide.com.au.



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REGIONAL DEVELOPMENT AUSTRALIA CHARTER

The Albanese Government’s vision for regional Australia is one of strong, connected regions that shape our economic growth and wellbeing; are resilient and responsive to economic and environmental shocks; are inclusive, vibrant and diverse. Regions that our First Nations people have every opportunity to engage in and shape, and where people, businesses and investments thrive.

Regional Development Australia Committees (RDAs) are critical to the delivery of this vision, including supporting the successful implementation of the Australian Government’s Regional Investment Framework (RIF), which will guide a more coordinated approach to regional development, underpinned by local engagement.

RDAs play a role in helping to drive economic growth, innovation and entrepreneurship in regions through facilitating investment in community, industry and the environment. RDAs assist to bridge the regional development gaps in regions by working with a broad range of stakeholders across sectors and supporting the delivery of identified Australian Government strategic priorities.

As representatives of their local communities, RDAs will:

- 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.

Minister for Regional Development, Local Government and Territories

28 July 2023



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ADELAIDE

Chief Executive Officer | Director of Regional Development

August 2024

POSITION TITLE	Chief Executive Officer Director of Regional Development
REPORTS TO	Regional Development Australia Adelaide Chair and Board
HOURS	Full Time
TENURE	Until 30 June 2025. RDA Adelaide is funded by the Commonwealth Government to the 30 June 2025 and is in forward estimates for a further three years. This specification is for an interim CEO until the 30 June 2025, with scope to be extended when our Commonwealth funding deed to is received. Alternatively, this position would suit an interim CEO until the 30 June 2025.
SPECIAL CONDITIONS	Out-of-hours work, and regional travel is required. Current Driver's Licence is essential.

OUR ORGANISATION

Regional Development Australia Adelaide (RDAA) is funded by Australian Government to provide place-based assistance to the regional RDA boards and broker solutions to regional economic issues across the whole of regional South Australia.

The RDAA Team is small, dedicated and high performing, working collaboratively to deliver against our strategic objectives. We have a close working relationship with the peak body for RDA boards in South Australia- Regional Development South Australia and provide extensive support to individual RDAs as well.

The successful candidate should have economic development experience and be familiar with regional South Australia and its challenges and opportunities.

POSITION SUMMARY

The Chief Executive Officer will be responsible for management of RDA Adelaide and assisting RDAs in facilitating economic development across regional South Australia. This includes assistance to all South Australian RDAs in increasing promotion and economic development in regional South Australia. RDAA aims to capitalise on Regional South Australia’s unprecedented opportunity for population and industry growth while focusing on bringing together data, policy and solutions to key challenges including workforce, housing, and infrastructure to meet industry demands.

PRIMARY ACCOUNTABILITIES AND OUTCOMES

Outcomes	Duties
<p>Connect stakeholders and facilitate opportunities</p>	<ul style="list-style-type: none"> • Communicate joint regional issues and where appropriate represent, alongside regional RDAs, regional issues, and opportunities. • Bring together key stakeholders to drive change by identifying the key skills gaps and shortages hampering growth and facilitate local industry-based solutions. • Engage with regional RDAs to support business and other networks to support networks to exchange ideas which lead to opportunities for job creation and growth. • Promote regional South Australia activities to all government, industry, business, and community sectors to highlight competitive advantages and encourage decentralization and relocation opportunities. • Understand and disseminate information to regional RDAs/ regional stakeholders about Australian government policies and programs, particularly those relating to economic development.
<p>Identify needs and facilitate strategic planning</p>	<ul style="list-style-type: none"> • Identify drivers of infrastructure investment to respond to key regional infrastructure needs and support business growth. • Communicate effectively with regional RDAs, governments, business, and 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 RDAs/regional leaders to develop tailored local growth strategies.
<p>Advise Government</p>	<ul style="list-style-type: none"> • Provide evidence-based advice to governments on critical issues negatively affecting our state/region, or emerging or current opportunities that can be harnessed with strategic intervention. Work collaboratively with key stakeholders, including industry bodies, State, Federal and Local Government, and industry associations.

<p>Committee governance</p>	<ul style="list-style-type: none"> • Managing the day-to-day affairs of RDA Adelaide and its personnel in a manner consistent with the Better Practice Guide, the Committee’s Annual Business Plan and Budget, the Funding Agreement, and its constitution (for incorporated committees). • Developing RDA Adelaide’s Annual Business Plan and Budget; Annual Report on Outcomes and Annual Audited Accounts; Communications Strategy; and associated management delivery strategies.
<p>Management</p>	<p>Provide management advice and support to the RDA Chair and Board consistent with the Funding Agreement and the <i>Better Practice Guide</i>, including:</p> <ul style="list-style-type: none"> • Keeping the RDA Chair and Board informed of the status and progress of its business. • Undertaking the accountable and transparent management of RDA Adelaide funds under the oversight of the Chair. • Ensuring that all RDA Adelaide reporting and compliance requirements are met. • Ensuring that RDA Adelaide operates in accordance with the applicable state or territory incorporation legislation. • Ensuring that the RDA Adelaide meets its obligations under the Funding Agreement. • Implementing office policies and procedures. • Leading and developing RDA Adelaide’s personnel (where agreed by the Board) and being involved in the recruitment of staff. <p>Implementing decisions and activities as determined by the RDA Adelaide Chair or Board.</p>
<p>Accountabilities & Responsibilities</p>	<p>As the CEO you will be accountable to the RDA Board for the successful achievement of the organisation’s strategic objectives. You will also be accountable to:</p> <ul style="list-style-type: none"> • The region/regional RDAs – for delivering outcomes that meet regional needs. • The funding providers – for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible. • RDA Adelaide staff – for providing a safe and healthy workplace. <p>The CEO will be responsible for:</p> <ul style="list-style-type: none"> • Supporting the RDA Board to meet the requirements of the RDA charter. • Delivering the outcomes and meeting the reporting requirements and performance measures specified in the RDA Funding Agreement and any other agreements that RDA Adelaide has with funding partners. • The good operational and financial governance of the overall organisation.

SELECTION CRITERIA- TO BE ADDRESSED IN MANDATORY APPLICATION FORM	
Quality	Behaviours
Strategic Thinking	The applicant will have worked at senior levels in business and have had considerable experience in strategic vision setting and in achieving outcomes for large or complex business enterprises in complex business environments. They will be able to clearly outline a strategic vision for RDA Adelaide which aligns with the RDA Charter and clearly articulate how this will be achieved.
Analytic ability	The applicant will have worked in a complex environment dealing with high level problems involving multiple competing factors and a high degree of ambiguity. They will be able to demonstrate a clear understanding of the importance of using a range of information sources in decision making and be able to demonstrate a strong track record of integrating this with their own experience and knowledge in their problem solving.
Working with government	The applicant has considerable experience in working with more than one level of government and possibly all three and may have also worked in government. They will be able to clearly translate this into economic development opportunities. They will have a demonstrable track record of achieving very positive outcomes from working with government.
Communications and stakeholder engagement	The applicant has been successful in managing a broad range of stakeholders in a complex environment to achieve very successful outcomes. They will have a high degree of experience in managing complex relationships including how to manage conflict between stakeholders. They will be able to clearly articulate how their communication style was instrumental in achieving successful outcomes and how they would adapt this to the RDA environment.
Professional business skills	The applicant will be able to demonstrate a very strong track record in delivering successful business outcomes in senior leadership roles across their career. They will be able to clearly articulate the economic development issues facing the state/regions and will have insightful strategies for achieving regional growth which align with the role of the RDA as set out in the charter. They should also have significant organisational governance experience and be able to very clearly articulate how to effectively implement better practice governance frameworks.
Leading people and change	The applicant has had significant experience in successfully leading one or more teams or organisations through complex and substantial change. They will be able to articulate a clear understanding of how to lead through change. They will be able to clearly demonstrate what they have done to bring about successful and sustainable outcomes in an organisation or team.

KEY RELATIONSHIPS	
Direct Reports	Communications and Project Officer, Contracted Finance Officer
Other	<ul style="list-style-type: none"> • RDA Adelaide Board Members and staff • Regional Development South Australia and RDA boards across the State



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SELECTION PROCESS DESCRIPTION

The process of applying for a CEO position with RDA Adelaide is completed through the application form available on the RDA Adelaide website. This should be returned to ceo@rdaadelaide.com.au, marked attention to Ms Jan Turbill – Chair, along with your Curriculum Vitae (CV). Once submitted, you should receive email confirmation that your application has been received.

The application process involves the following steps and indicative timeframes:

1. Call for applications – via LinkedIn, Facebook, Seek and through the RDA Adelaide website. Applications will be open until 5pm Sunday 15 September 2024.
2. Processing of applications – once applications close, they will be provided to the Selection Panel for assessment. This may take up to two weeks.
3. Interviews – selected applicants will be invited to participate in a panel interview which will normally be conducted face-to-face but may be done via telephone. It may take up to two weeks to complete all interviews.
4. Referee and other checks – once interviews are completed the Selection Panel will conduct referee checks and may conduct other checks (e.g. probity checks) if required before making their final assessments of each applicant. This process may take up to two weeks.
5. Consultation with delegate – once the Selection Panel has identified its preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to two weeks.
6. Advice to applicants – once a final decision has been made, applicants will be advised of the outcome of their application by email. This may take up to one week.



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Regional Development Australia

Application for the position of Regional Development Australia Adelaide (RDA) Director of Regional Development | Chief Executive Officer

Title*	Choose an item.
Full first name*	
Last name*	
Post nominal (e.g. OAM, AM, AO)	
Date of birth	
Gender	Choose an item.
Do you identify yourself as a First Nations Australian?	Choose an item.
Do you identify yourself as a person with disability?	Choose an item.
Were you born in Australia?	Choose an item.
Do you identify yourself as a person from a non-English speaking background?	Choose an item.
If 'Yes', please state ethnicity	
Current employment status?	Choose an item.
If employed please state: Position	
Employer	
Residential address	
Street	
Suburb	
State	
Postcode	

Postal address (if different)	
Street	
Suburb	
State	
Postcode	
Home phone	
Business phone	
Mobile phone	
Email*	
LinkedIn profile (if available)	
How did you find out about applying for an RDA Committee? <i>(You may select more than one)</i>	Choose an item.
<p>PLEASE PROVIDE A STATEMENT ADDRESSING YOUR CLAIMS AGAINST EACH OF THE SELECTION CRITERIA</p> <p>(IN THE SECTION BELOW, IT IS IMPORTANT TO ADHERE TO THE SPECIFIED CHARACTER LIMIT OF 250 WORDS PER CRITERIA. EXTRA TEXT WILL NOT BE CONSIDERED)</p>	
<p>Strategic thinking *</p> <p>The applicant will have worked at very senior levels in business and have had considerable experience in strategic vision setting and in achieving outcomes for large or complex business enterprises in complex business environments.</p> <p>They will be able to clearly outline a strategic vision for the RDA Committee which aligns with the charter and clearly articulate how this will be achieved.</p>	
<p>Analytic ability *</p> <p>The applicant will have worked in a complex environment dealing with high level problems involving multiple competing factors and a high degree of ambiguity. They will be able to demonstrate a clear understanding of the importance of using a range of information sources from a range of varied stakeholders in decision making and be able to demonstrate a strong track record of integrating this with their own experience and knowledge in their problem solving.</p>	

Working with government and diverse communities *

the applicant has considerable experience in working with more than one level of government and possibly all three, and may have also worked in government. They will also have a track record of having worked with diverse communities (especially First Nations people). They will be able to demonstrate a sound understanding of government policy and be able to clearly translate this into economic development opportunities for their region. They will have a demonstrable track record of achieving very positive outcomes from working with government and diverse communities.

Communications and stakeholder engagement *

The applicant has been successful in managing a broad range of stakeholders in a complex environment to achieve very successful outcomes. They will have a high degree of experience in managing complex relationships including how to manage conflict between stakeholders. They will be able to clearly articulate how their communication style was instrumental in achieving successful outcomes and how they would adapt this to the RDA environment. They will also have a demonstrable track record of collaborating with integrity, transparency, respect and accountability.

Professional business skills *

The applicant will be able to demonstrate a very strong track record in delivering successful business outcomes in senior leadership roles across their career. They will be able to clearly articulate the economic development issues facing the state/region and will have insightful strategies for facilitating investment in people, places, services, and industries and local economies.

They should also have significant organisational governance experience and be able to very clearly articulate how to effectively implement better practice governance frameworks.

Leading people and change *

The applicant has had significant experience in successfully leading one or more teams or organisations through complex and substantial change. They will be able to articulate a clear understanding of how to lead through change. They will be able to clearly demonstrate what they have done to bring about successful and sustainable outcomes in an organisation or team.

REFEREES: Details for two referees are required.**Referee 1:**

Name *

Relationship to applicant *

Referee address: Street

Suburb

Postcode

State

Phone *

Email

Referee 2:

Name *

Relationship to applicant *

Referee address:
Street

Suburb

Postcode

State

Phone *

Email