

## **REGIONAL DEVELOPMENT AUSTRALIA FAR NORTH**

### **JOB AND PERSON SPECIFICATION**

**TITLE POSITION:** CENTRAL ECONOMIC DEVELOPMENT MANAGER

**TYPE OF APPOINTMENT:** Fulltime Contract until 30 June 2011 with potential for a further 2 year extension

**REMUNERATION:** \$70,000+ Salary Package including a fully maintained vehicle for business and private usage.

### **JOB SPECIFICATION**

**1. Summary of the broad purpose of the position in relation to the organisations goals.**

To promote, facilitate and foster economic development and to stimulate employment growth in the region covering Port Augusta through the Central Corridor (communities between Port Augusta to Andamooka of the Far North region of South Australia), through assisting the establishment of new commercial ventures, value adding and alternative opportunities in existing industries, improved marketing and promotion, the minimisation of impediments to business and adopting best practice philosophies.

**2. Reporting / Working Relationships (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)**

The position reports to the CEO of RDAFN. Funding for the position has been provided by the State Government (DTED) and Port Augusta City Council. RDAFN will provide office accommodation and support for the officer in Port Augusta. The position will work in close contact with the Far North Economic Development Manager based in Coober Pedy on resource industry matters and the Flinders Ranges and Outback Economic Development Manager on matters relating to Port Augusta tourism, food and arts. The position will work in close collaboration with the RDAFN's professional staff. The position will be supported by the RDAFN's administration staff.

**3. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime)**

The officer is expected to reside in or in the vicinity of Port Augusta and must be prepared to spend approximately two nights per fortnight in Roxby Downs.

The Far North region of South Australia is a vast area and travel to remote communities is a requirement of the position.

Required to participate in an Annual Performance Review process.

Current driver's licence is required.

After hours work is expected as is considerable intra-state travel.

#### **4. Statement of Key Outcomes and Activities**

Assist businesses in the region, to identify and facilitate opportunities for business growth resulting from the proposed expansion of the Olympic Dam mine, to improve their economic viability, to assist in establishing new businesses and in expanding existing ones, to assist in implementing business related outcomes of the 2005 Roxby Downs Community Plan within Roxby Down's overall Community Development Structure.

Act as the Roxby Downs Business Forum's Executive Officer and associated sub-groups in the Retail / Commercial, Contractors and Tourism sectors.

Facilitate the development of the broader resources industry in the Far North of South Australia in conjunction with the Far North Economic Development Manager including the support industries to the resources sector and employment and skill formation activities in support of the sector

Liaise with key industry groups, service sector and local government on matters pertaining to regional economic development for the region

Act as Executive Officer to the Mayor's Task Force supporting the repositioning of Port Augusta to take best advantage of the pending resources boom.

Keep up-to-date, economic profiles of the sub regions Port Augusta & Central Corridor along with relevant investment briefs promoting the strengths of the sub regions to prospective investors. Work in conjunction with other RDAFN Economic Development Managers to roll out the RDAFN's Investment Attractions plan across all sub regions (Port Augusta, Central Corridor, Far North and Flinders Ranges).

Facilitate the development of the opal industry in Andamooka in conjunction with the Far North Economic Development Manager.

Encourage and promote economic development by assisting in providing an attractive climate for the development of business, commerce, industry and tourism.

To assist in the planning processes of the Port Augusta City Council, Roxby Downs Council, OCA (Outback Communities Alliance) and RDAFN (Regional Development Australia Far North) in regard to economic development matters.

To seek funding from available sources to assist in the economic development of the defined sub regions of Port Augusta & the Central Corridor.

Assist RDAFN to meet its corporate objectives (as outlined in the Strategic Plan) by contributing pro-actively to the performance outcome targets set by RDAFN and investigating prospective business leads.

Acting in a professional manner at all times and promoting RDAFN to the wider community in a positive way.

### **Key Selection Criteria**

#### **The Central Economic Development Manager is required to support RDAFN's OH&S Policy and Procedures including:-**

To project the image of the RDAFN as one of courtesy and co-operation

Exercise reasonable care to protect your own health, safety and welfare at work and that of your subordinates, if any

Report to the Chief Executive Officer on significant areas requiring attention to minimise risk to RDAFN

Ensure for the provision of public safety in the workplace

Adherence to the requirements of the Occupational Health, Safety and Welfare Act and RDAFN's OH&S policies and procedures

Obey all reasonable instructions issued to protect your own personal safety and the health, safety and welfare of others

Ensure that correct use is made of all equipment provided for health and safety purposes

Ensure that you are not, by the consumption of alcohol or a drug, in such a state to endanger your own safety and welfare at work or the safety and welfare of any other person at work

Ensure that the work area is and remains reasonably tidy

Be conscientious in the performance of responsibilities and duties

### **Training**

Must be prepared to undertake training from time to time, including after hours, if appropriate and off-site training.

### **Performance**

Performance standards are created through agreement between the incumbent and their immediate supervisor in accordance with RDAFN policies and procedures.

### **PERSON SPECIFICATION**

**Essential Minimum Requirements (those characteristics considered absolutely necessary)**

**Educational / Vocational Qualifications**

Appropriate academic qualifications and/or experience

**Personal Abilities / Aptitudes / Skills**

Ability to communicate and effectively interpret the needs of business, industry, government agencies, local government, media and community groups.

Initiative, creativity and commitment.

A high level of interpersonal skills in public relations, problem solving, negotiation and networking.

Ability to work productively in a small team in a multi-disciplinary field with minimum supervision.

Leadership and visionary skills.

Demonstrated capacity to plan, develop, implement and evaluate economic strategies.

Ability to assess the merits of a development project.

Assertiveness – ability to handle difficult or stressful situations.

Well developed managerial skills in a complex and diverse organisation, together with a capacity for flair and innovation including the ability to manage physical, human and financial resources and to achieve stated objectives.

Ability to make independent judgements and to exercise discretion on issues.

Advanced communication skills, with proven ability in the areas of report preparation, submission writing, oral presentations and meeting procedures.

Awareness of the need to protect the confidentiality of clients and their business.

Awareness of the need to recognise and avoid conflicts of interest.

**Experience**

Computer literacy is essential.

Hold a current driver's licence.

Broad understanding or operational experience in small business, local government and regional economic development is desirable.

**Knowledge**

Knowledge of economic development/community development issues affecting regional and remote South Australia.

Knowledge of economic development/labour market programs sponsored by Federal and State Government agencies.

Sound knowledge of organisational, corporate and budgetary planning processes.

Broadly based knowledge of small business principles, management functions and financial structures.

Knowledge of report and submission writing and general correspondence.

Knowledge of computer systems including desktop publishing, word processing, spreadsheets, database operations/applications, internet and email functions.

Knowledge of the Far North region of South Australia is desirable.

**Desirable Characteristics (to distinguish between applicants who have met all essential requirements)****Educational / Vocational Qualifications**

Tertiary qualifications in a business discipline, eg accounting, business management.

**Personal Abilities / Aptitudes / Skills**

Demonstrated ability to work in a team area.

**Experience**

Experience of working in a regional area.

Experience in developing submissions to funding bodies.

Experience in working with business and communities