

REGIONAL DEVELOPMENT AUSTRALIA FAR NORTH JOB DESCRIPTION

TITLE: Far North Economic Development Officer

POSITION OBJECTIVES

- To promote, facilitate and foster economic development and to stimulate employment growth in Coober Pedy and the Far North 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.
- Facilitate the development of the opal industry.
- Facilitate the development of the broader resources industry in the Far North of South Australia including the support industries to the resources sector and employment and skill formation activities in support of the sector
- Liaison with key industry groups, service sector and local government on matters pertaining to regional economic development
- To 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 District Council of Coober Pedy (DCCP) and Regional Development Australia Far North (RDAFN).
- To seek funding from available sources to assist in the economic development of Coober Pedy and the Far North of South Australia.

REQUIREMENTS OF THE POSITION

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.
- 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.

Knowledge

- Knowledge of economic development/community development issues affecting rural 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 Coober Pedy and the Far North of South Australia, and the opal industry is desirable.
- Knowledge of Local Government is desirable.

Experience and/or qualifications

- Computer literacy is essential.
- Hold a current driver's licence.
- Appropriate academic qualifications and/or experience.
- Broad understanding or operational experience in small business, local government or regional economic development is desirable.

Training

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

Key Responsibilities

- To aggressively pursue and promote sustainable economic development opportunities for the region.
- To identify, evaluate and facilitate viable regional economic development initiatives in Coober Pedy and the Far North of South Australia addressing the following key issues:
 - Better promotion and marketing
 - Value adding to product
 - Removing or minimising impediments
 - Adopting best practice mentality
 - Improving and providing appropriate infrastructure
 - Maximising environmental advantages
 - Provision of education and training
 - Seeking out niche market opportunities
- Assist the development of the South Australian opal industry and the broader resources sector in the region.
- To actively promote and market Coober Pedy and the Far North of South Australia.
- To provide professional advice on regional development matters to both Regional Development Australia Far North and the District Council of Coober Pedy.

Duties and Responsibilities

- Foster new industry and expansion of existing enterprise in Coober Pedy and the Far North of South Australia with a particular focus on (while not limited to) the Opal industry and the broader resources sector.
- Source funding from the Federal Government and State Government and other relevant sources to facilitate economic development initiatives in Coober Pedy and the Far North of South Australia.
- To prepare submissions (as directed) for regional economic and community development projects.
- To actively lobby the Federal Government and the State Government, other relevant organisations and business/industry groups to improve and foster the economic development of Coober Pedy and the Far North of South Australia.
- To liaise closely with Federal, State and Local Government agencies, business, industry and community organisations in Coober Pedy and the Far North of South Australia on matters relating to economic/community development.
- Respond and initiate as required to the media with the Chief Executive Officer on matters relating to economic and community development.
- To encourage existing and new industry to value add.
- To facilitate appropriate planning in economic development, community development and marketing as directed by the Chief Executive Officer.
- To actively participate in relevant local, regional, State and Federal associations and groups.
- To attend and present reports to both RDAFN and DCCP meetings and other various relevant committees where appropriate.
- To write and evaluate economic development projects and initiatives including project briefs, feasibility analysis, engaging consultants and seeking internal experience where appropriate.
- To develop relevant economic and marketing plans.
- To actively market and promote Coober Pedy and the Far North of South Australia on an ongoing basis to the community and to all tiers of government.
- To develop a comprehensive set of marketing tools for Coober Pedy and the Far North of South Australia.

Risk Management

- Ensure adherence to safe working practices within the organisation
- Ensure the work area is kept in a clean and tidy condition
- Report to the Chief Executive Officer on significant areas requiring attention to minimise risk to the RDAFN
- Ensure for the provision of public safety in the workplace
- Adherence to the requirements of the Occupational Health, Safety and Welfare Act

General

- 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
- 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

Performance

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

Organisational Relationship

- Responsible to the Chief Executive Officer of Regional Development Australia Far North and keep close association with Chief Executive Officer of the District Council of Coober Pedy.