

Applicant Information Pack – Chief Executive Officer

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Adelaide as the Chief Executive Officer.

This Information Pack contains the following elements:

1. RDA Charter
2. Position description, accountabilities and responsibilities, and selection criteria for the CEO 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,
Att: Jan Turbill - Chair

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

Closing date for Applications: 5.00pm Friday 4th November, 2022

REGIONAL DEVELOPMENT AUSTRALIA - CHARTER

Strong, Confident and Vibrant Regions



CHARTER

Regional Development Australia (RDA) is a national network of Committees made up of local leaders who work with all levels of government, business and community groups to support the economic development of their regions.

RDA Committees have an active and facilitative role in their communities with a clear focus on growing strong and confident regional economies that harness their competitive advantages, seize economic opportunities and attract investment.

Collaborating with other RDA Committees, all levels of government, and the private sector, RDA Committees will:

- Facilitate regional economic development outcomes, investment, local procurement and jobs.
- Promote greater regional awareness of and engagement with Australian Government policies, grant programs and research.
- Improve Commonwealth regional policy making by providing intelligence and evidence-based advice to the Australian Government on regional development issues.
- Co-ordinate the development of a strategic regional plan, or work with suitable existing regional plans that will align with the Commonwealth's regional priorities.

Capital City RDA's

The role of Capital City RDA Committees has also been refocussed with the mandate to:

- Support economic development of regions by advocating for pro-regional policy, planning and decentralisation opportunities, influencing state capitals and city based businesses on regional issues
- Implementation of strategic plans to help align effort across government to identify key regional priorities and catalytic projects to support economic growth of regions

Position Description

The role of the CEO is to:

Connect stakeholders and facilitate opportunities

- Facilitate the connection of business proponents to financial markets or other private and public sources of project funds.
- Bring together key stakeholders to drive change by identifying key skills gaps and shortages hampering growth and facilitate local industry based solutions.
- Facilitate the connection of regional businesses and industry sectors with international trade partners and be an ongoing point of contact for advice.
- Engage with regional RDAs/regional entrepreneurs and emerging business leaders to create business forums and support networks to exchange ideas which lead to opportunities for job creation and growth.
- Promote the region's activities to all governments, industry, business and community sectors to highlight competitive advantages and encourage decentralisation and relocation opportunities.
- Understand and disseminate information to regional RDAs/regional stakeholders about Australian Government policies and programs, particularly those relating to economic development.

Identify needs and facilitate strategic planning

- 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.

Advise Government

Provide evidence-based advice to governments on critical issues negatively affecting their state/region, or emerging or current opportunities that can be harnessed with strategic intervention.

Committee governance

- 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.

Management

Providing management advice and support to the RDA Chair and Board consistent with the Funding Agreement and the *Better Practice Guide*, including:

- 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
- Implementing decisions and activities as determined by the RDA Adelaide Chair or Board.

Accountabilities and responsibilities

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:

- 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.

The CEO will be responsible for:

- 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

Successful applicants for the position of CEO will be expected to be able to demonstrate a high level of:

- **Strategic thinking** – 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. 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 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.
- **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 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.
- **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.

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 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 and through the RDA Adelaide website. Applications will be open until COB Friday 4th November.
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.