

Applicant Information Pack

Executive Officer - Director of Regional Development Position

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Central Coast Committee as the Executive Officer / Director of Regional Development.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria for the DRD/EO position
2. Selection process description including application lodgement instructions
3. Application form.

Candidates are required to submit their applications electronically to mail@rdacc.org.au .

Women, First Nations Australians, people from diverse cultural backgrounds, and people with disability are encouraged to apply.

DRD Position Description

The role of the Executive Officer - Director of Regional Development position is to:

1. Connect stakeholders and facilitate opportunities

- Facilitate 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, and with diverse communities (especially First Nations people) to ensure investments deliver better outcomes for the region(s)
- Collaborate with integrity, transparency, respect and accountability
- Support gender equality opportunities.

2. Advise government

- Contribute relevant data and local intelligence to support the evidence base to inform regional development strategies, program design and policy responses.

3. Committee governance (where RDA Committees will have a dual Director of Regional Development and Executive Officer role)

- Managing the day-to-day affairs of the RDA Committee and its personnel in a manner consistent with the Guide, the Committee's Annual Business Plan and Budget, the Funding Agreement, and its constitution (for incorporated committees)
- Developing the RDA Committee's Annual Business Plan and Budget, Annual Report on Outcomes, Annual Audited Accounts, Communications Strategy, and associated management delivery strategies.

4. Management

- Providing management advice and support to the RDA Committee consistent with the Funding Agreement and the RDA Committee Program's *Better Practice Guide*, including:
 - Keeping the RDA Committee informed of the status and progress of its business
 - Undertaking the accountable and transparent management of RDA Committee funds under the oversight of the Chair
 - Ensuring that all RDA Committee reporting and compliance requirements are met
 - Ensuring that the RDA Committee operates in accordance with the applicable state or territory incorporation legislation
 - Ensuring that the RDA Committee meets its obligations under the Funding Agreement;
 - Implementing office policies and procedures
 - Leading and developing RDA Committee personnel (where agreed by the Committee) and being involved in the recruitment of staff
- Implementing decisions and activities as determined by the RDA Committee Chair or Committee.

Executive Officer - Director of Regional Development Position Selection Criteria

Successful applicants for the position of Executive Officer - Director of Regional Development position 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 the RDA Committee which aligns with the 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 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.

Selection Process Description

The process of applying for a Executive Officer - Director of Regional Development position with an RDA Committee is completed through the application form available on the individual RDA Committee's website. This should be returned to Gail Cottrill mail@rdacc.org.au 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 various media and through the individual RDA Committee's website. Applications will be open for up to four weeks.
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 and/or post. This may take up to one week.

Application for the position of Regional Development Australia Executive Officer - Director of Regional Development Position

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

PLEASE PROVIDE A STATEMENT ADDRESSING YOUR CLAIMS AGAINST EACH OF THE SELECTION CRITERIA

(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)

Strategic thinking *

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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.

Analytic ability *

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Working with government and diverse communities *

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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

Privacy notice

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) and RDA Committees collect personal information through the RDA Committee Director of Regional Development application form for the purposes of processing applications to join an RDA Committee, in accordance with the Privacy Act 1988.

The Department may/will disclose information to relevant Ministers, state and/or territory departments and, in some cases, relevant local government associations for the purposes of considering applications by an RDA Committee. All information will be stored securely and if you do not provide the information requested your application possibly may not proceed.

The Department's [privacy policy](#) contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the Department. The Privacy Officer can be contacted on (02) 6274 6495 or by email: privacy@infrastructure.gov.au.

Director of Regional Development

Applications for Executive Officer - Director of Regional Development Position at Regional Development Australia – Central Coast

The Central Coast RDA Committee is looking for an Executive Officer - Director of Regional Development to lead an innovative organisation committed to developing its state/region.

You will be able to identify local drivers of investment in people, places, services, and industries and local economies and work with stakeholders to support delivery of Australian Government's strategic priorities.

The national RDA network is made up of local people volunteering their time and energy to create local opportunities. They work with industry, communities and all levels of government to make a difference in their state/region.

Women, First Nations Australians, people from diverse cultural backgrounds, and people with disability are encouraged to apply.

An Applicant Information Pack for this role can be found at www.rdacc.org.au

For further information, phone 02 4349 4949 (Mon–Fri 9am-5pm local time) or email mail.rdacc.org.au.

Applications close on 5:00pm Friday 12 September 2025