

Outcome Statement

REGIONAL DEVELOPMENT AUSTRALIA FAR NORTH SA



Role Title	Economic Development Manager	Location	Based in Port Augusta covering Far North region	Salary	Package to be negotiated with successful applicant
Start Date	September 2022	Term of Tenure	2 year contract	Governance	Not-for-profit Committee

FOCUS

Contributing to the Far North region's economic development through project delivery, industry support, and assistance, this role will focus on supporting the implementation of programs and initiatives which drive investment outcomes across key business sectors in the Far North region. Through the provision of economic research and analysis as well as other support services required in the development of workable growth plans and strategies, the role will provide responsible economic development support to business, industry, and key stakeholders with a focus on business retention, attraction, and expansion.

KEY RESULTS AREAS

- Facilitate sustainable economic development outcomes through the provision of responsive and practical information support services which meet the diverse needs of small and medium business across the Far North region.
- Production and distribution of marketing and communications collateral including information for businesses, Culturally and Linguistically Diverse Communities, key stakeholders and partners utilising a range of communications materials for different audiences, including social media.
- Produce corporate business and reporting documentation across the organisation to ensure contractual reporting compliance is met in a complete and timely manner.
- Provide quality, timely and accurate information and advice to the CEO, with recommended actions on major challenges or concerns impacting businesses in the region
- Always acting in a professional manner and promoting RDA Far North in a positive way.
- Reporting to the State Government and attending meetings, as required.

COMPETENCIES

- A results focus, based on clarity in objective setting, which facilitates monitoring and control in pursuit of set targets.
- Broad regional understanding of business, industry, government agencies, local government, media and community groups and the ability to communicate and effectively interpret their needs.
- Project management experience with the proven ability to manage financial resources and to achieve stated objectives, including the development, implementation, and evaluation of strategies.
- Demonstrated ability to research and collate accurate demographic and statistical data with report writing experience and skills that facilitate the production of reports which are informative with clear recommendations.
- Organisational marketing experience, which includes development of materials for all forms of media including content creation for media releases, newsletters, and social media management.
- Initiative, creativity and commitment and ability to work productively in a team with multidisciplinary fields with minimal supervision with excellent time management skills, stamina, and adaptability to maintain work output in times of pressure
- A high level of interpersonal skills in public relations, problem solving, negotiation and networking and ability to establish and maintain strong working relationships with key stakeholders.

SPECIAL CONDITIONS

- Understanding of Work, Health and Safety including employer and employee responsibilities.
- Understanding of Regional Development Australia Committees as a not-for-profit organisation managed by a Board.
- Out of business hours work with extensive travel within the region requiring a current full driver's license.
- Preference for successful candidate to reside in the Far North region, or near vicinity.

KEY RELATIONSHIPS

REPORTS TO: RDA Far North Chief Executive Officer
INTERNAL LIAISONS: All RDA Far North team members, and other appropriate regional network groups.
EXTERNAL LIAISONS: Works closely with Government Agencies representative's, local industry, businesses and other appropriate organisations within the Region and other Regional Development Australia Associations.