

Executive Support – People and Projects

About RDA:

RDA Barossa Gawler Light Adelaide Plains works across the region with community and business to attract business investment and to support the conditions, services and capabilities that enable businesses to grow, employ, invest and export.

We analyse data and trends, identify new opportunities and challenge barriers to economic growth and wellbeing.

Our objective is to increase scale and cope in the local economy and “put oxygen in the water” that helps businesses thrive, grow and employ.

Our goal is to develop economic resilience and regional competitive advantage.

RDA is governed by a board of industry leaders and local government representatives. Further information on RDA activities and operations : Barossa.org.au

About this role:

This is a new position established to provide internal organisation coordination and support to the CEO in supporting people and projects of the organisation. The work is varied and dynamic but you will find a rhythm to the work which is focused on finding better ways of doing things. Strong organisational skills are required, a ability to organise meetings, agenda and minutes, an understanding of digital publishing software, an appreciation of grants and the requirements of grant funders and a grasp of digital tools, including data bases.

Essential capabilities are initiative, good communication and people skills, creativity and adaptability. Good literacy and competency with the Microsoft Office suite are also required.

Desirable skills and experience include project management, people management, government protocols.

This is a substantial part time role, and ideally over 5 days and could be structured around school hours with the occasional (maybe once a month or so) later meeting flexibility requested.

Applications will be by letter outlining your strengths and gaps as above and why you wish to work in regional development, along with a current cv highlighting relevant experience. Applications should be lodged by 8 pm on **29 September 2021**. Applications should be addressed to Anne Moroney, CEO at anne@barossa.org.au. Should you wish to discuss the position or working at RDA please contact Anne on 0438224254.

What is RDA?



Australian Government



STRONG, CONFIDENT AND VIBRANT REGIONS

REGIONAL DEVELOPMENT AUSTRALIA 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:

- a) Facilitate regional economic development outcomes, investment, local procurement and jobs.
- b) Promote greater regional awareness of and engagement with Australian Government policies, grant programs and research.
- c) Improve Commonwealth regional policy making by providing intelligence and evidence-based advice to the Australian Government on regional development issues.
- d) 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.

Assistant Minister for Regional Development