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CHIEF EXECUTIVE OFFICER | DIRECTOR OF REGIONAL DEVELOPMENT BAROSSA GAWLER LIGHT ADELAIDE PLAINS

Applicant Information Pack

October 2024

Background

This Applicant Information Pack provides you with the information you need to complete an application for a position with Regional Development Australia Barossa Gawler Light Adelaide Plains (RDA BGLAP) as the Chief Executive Officer | Director of Regional Development.

This Information Pack contains the following elements:

1. Regional Development Australia National Charter;
2. Position description and selection criteria;
3. Selection process description including application lodgement instructions; and
4. Application form.

Candidates are required to submit their applications electronically to Nick Slape, Principal, AltoPEOPLE, via email: nick@altopeople.com.au. Please note that a Word version of the mandatory application form is available by emailing nick@altopeople.com.au. We advise applicants to also visit <https://barossa.org.au/> for further information on RDA BGLAP's work in South Australia.

Closing date for Applications: **5pm Monday 18th November 2024**

Contact for Enquiries:

Nick Slape, Principal, AltoPEOPLE
Ph: 0411 267 720

Please note all applications for this position must provide a cover letter, Curriculum Vitae (CV) and complete mandatory application form, by 5pm Monday 18 November 2024 to nick@altopeople.com.au.



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Regional Development Australia Charter

The Albanese Government's vision for regional Australia is one of strong, connected regions that shape our economic growth and wellbeing; are resilient and responsive to economic and environmental shocks; are inclusive, vibrant and diverse. Regions that our First Nations people have every opportunity to engage in and shape, and where people, businesses and investments thrive.

Regional Development Australia Committees (RDAs) are critical to the delivery of this vision, including supporting the successful implementation of the Australian Government's Regional Investment Framework (RIF), which will guide a more coordinated approach to regional development, underpinned by local engagement.

RDAs play a role in helping to drive economic growth, innovation and entrepreneurship in regions through facilitating investment in community, industry and the environment. RDAs assist to bridge the regional development gaps in regions by working with a broad range of stakeholders across sectors and supporting the delivery of identified Australian Government strategic priorities.

As representatives of their local communities, RDAs will:

- focus their activities and strategy on delivery of the RIF in their region, including 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 to ensure investments deliver better outcomes for regions, and
- contribute relevant data and local intelligence to support the evidence base to inform regional development strategies, program design and policy responses.

RDAs use their local, cross-sector expertise and regional voice to:

- collaborate with integrity, transparency, respect and accountability.
- engage with diverse communities, especially First Nations people.
- support the Government's ambition of 'no one held back and no one left behind', and
- support gender equality opportunities in their regions.

Minister for Regional Development, Local Government and Territories

28 July 2023



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Position Description

POSITION SUMMARY

The CEO/ Director Regional Development is responsible to the Board for leading and managing operations efficiently and effectively, including the Association’s financial accountability. Additional responsibility includes promoting, supporting and facilitating economic development and sustainable growth in the Region and for ensuring the achievement of the Association’s plans and objectives. The CEO/ DRD is responsible for developing and supporting strategic and targeted responses on behalf of the Association to economic, environmental and social issues affecting the Region, and for building and maintaining strong working relationships and partnerships with relevant stakeholders.

PRIMARY ACCOUNTABILITIES AND OUTCOMES

OUTCOMES	DUTIES
Economic Development	<ul style="list-style-type: none"> • Establish effective communication processes to enhance existing and prospective economic development opportunities in the Region. • Prepare comprehensive project proposals and briefs and actively pursue new project opportunities; facilitate their development and implementation; progress existing projects and initiatives; and support appropriate investment in the Region. • Facilitate and support economic development in the Region through the provision of quality and timely information and assistance to all levels of government and to new and existing businesses seeking to establish, relocate or expand their activities in the Region. • Identify, develop and manage the requirements to effectively support government-led community economic development policies, strategic plans, priorities, programs and services that will leverage local industry opportunities and develop business activity. • Actively promote the Region as a suitable location for business investment, including the coordination of appropriate marketing and promotional materials. • Support and promote initiatives that increase sustainable employment opportunities in the Region. • Contribute to and support government economic and business growth plans, programs and services, Regional SASP targets and investment strategies. • Identify and pursue opportunities for facilitating sustainable economic and community development throughout the Region, including in smaller towns and rural districts in the Region.



<p>Corporate Management</p>	<ul style="list-style-type: none"> • Develop and promote an image of the Region which demonstrates its commitment to the needs of the communities, Local, State and Australian governments. • Implement innovative practices and strategic processes on behalf of the Board, which are understood and accepted at all levels, both within and outside of the Association and which enables the Board to respond effectively to change. • Initiate the development of, implement, then continually review and report to the Board on the Association’s Strategic Plan and Business Plan, which establishes a sound foundation for both the long-term and short-term future, giving the Board a capacity to respond in a positive and proactive manner to environmental and economic opportunities. • Formulate and implement programs in accordance with modern continuous improvement principles. • Ensure the development of action plans for service delivery which reflects the Board’s adopted strategic direction. • Under the direction of the Board, develop key performance indicators and the means of performance measurement and evaluation. • Proactively manage Board’s contractual responsibilities and deliver key objectives and targets on time and within budget. • Develop a positive and collaborative organisational culture which encourages employees to engage in continuous improvement of both relationships and processes to increase value and outcomes for both staff and stakeholders. • Practice and support modern and leading practice management practices and systems in pursuit of the strategic goals of the Board.
<p>Leadership</p>	<ul style="list-style-type: none"> • Provide a clear focus for the Association’s operations and build and mobilise a cohesive, effective team towards practical goals and objectives based on shared vision and values. • Conduct regular appraisal of employee performance, and an annual review of staff performance and development. • Provide training and development opportunities for all employees, designed to improve job performance and enhance future career opportunities. • Encourage a team approach at all levels, promoting self-initiative within agreed guidelines and accountability. • Communicate the programmes and initiatives of the Association and its stakeholders to the community via relevant mediums as opportunity presents.



<p>Relationships with Board</p>	<ul style="list-style-type: none"> • Establish and maintain a team emphasis and cooperative relationship with the Board, based on an ethical, trusting and respectful understanding of their governance role. • Understand and support the role of Chair and Board members, and the critical importance of the Chair/ CEO relationship in line with the principles of good governance. • Support and represent the Board in the interests of the Region. • Proactively provide a focus for the Board, creating a positive and progressive image of the Region and of the Association’s operations. • Provide quality, timely and accurate information and advice to the Chair and Board members, with recommended actions on major issues or concerns impacting on the Association’s operation. • Communicate the policies and decisions of Board to employees, ensuring their efficient, smooth and effective implementation.
<p>External Relationships</p>	<ul style="list-style-type: none"> • Establish productive and effective relationships with Australian and State government agencies, Local Councils (available to attend meetings), other external agencies, relevant organisations and community. • Represent the Board and Region on external groups and committees where beneficial relationships are an achievable outcome. • Provide assistance and advocacy to individuals, local businesses and councils when appropriate.
<p>Financial and Human Resource Management</p>	<ul style="list-style-type: none"> • Develop and effectively manage the Association’s overall expenditure within budget and provide quality and timely financial management information and reports to the Board and funding bodies as required. • Integrate strategic and financial objectives of the Association to ensure realistic short and long-term targets are set within the constraints and opportunities of the external environment. • Ensure the development of and adherence to plans for the effective and efficient operations of shopfronts, the delivery of service and the use of resources. • Employ sound financial planning and commercial management practices, including the identification of sources of and appropriate actions taken to obtain grant funding. • Align corporate and people development objectives and encourage, support and reward learning behaviours in peers and subordinates throughout the organisation. • Oversee and manage staff and additional project staff and promote a ‘positive region’ work ethic within staff.



SELECTION CRITERIA - TO BE ADDRESSED IN MANDATORY APPLICATION FORM	
Quality	Behaviours
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 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	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/region 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.



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Selection Process Description

The process of applying for a CEO position with RDA BGLAP is completed through the application form available on request from Nick Slape, Principal, AltoPEOPLE at nick@altoepople.com.au or via the [RDA BGLAP website](#). The application form and candidate's Curriculum Vitae (CV) should be submitted to Nick Slape via email. Once submitted, candidates will receive email confirmation that their application has been received.

The application process involves the following steps and indicative timeframes:

1. **Call for applications** – via Seek, various social media and through the RDA BGLAP website. Applications will be open until 5pm Monday 18 November 2024.
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 Microsoft Teams. 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.
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.



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Application for the position of Regional Development Australia Chief Executive Officer | Director of Regional Development

Title	Choose an item.
Full first name	
Last name	
Post nominal (e.g. OAM, AM, AO)	
Date of birth	
Gender	Choose an item.
Do you identify yourself as an Indigenous Australian?	Choose an item.
Do you identify yourself as a person with disability?	Choose an item.
Were you born in Australia?	Choose an item.
Do you identify yourself as a person from a non-English-speaking background?	Choose an item.
If 'Yes', please state ethnicity	
Current employment status?	Choose an item.
If employed, please state:	
Position	
Employer	
Residential address	
Number & Street	
Suburb	
State	
Postcode	
Postal address (if different)	
Number & Street	
Suburb	
State	
Postcode	
Home phone	



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Business phone	
Mobile phone	
Email	
LinkedIn profile (if available)	
How did you find out about applying for an RDA role? <i>(You may select more than one)</i>	Choose an item.
PLEASE PROVIDE A STATEMENT ADDRESSING YOUR CLAIMS AGAINST EACH OF THE SELECTION CRITERIA	
<p>Strategic thinking</p> <p>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.</p> <p>They will be able to clearly outline a strategic vision for the RDA which aligns with the charter and clearly articulate how this will be achieved.</p>	
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REFEREES: <i>Details for two referees are required.</i>	
Referee 1:	
Name	
Relationship to applicant	
Phone	
Email	
Referee 2:	
Name	
Relationship to applicant	
Phone	
Email	



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Privacy Notice

RDA Committees collect information on the Director of Regional Development application form for the purposes of processing applications for employment.

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) and individual RDA Committees are likely to disclose personal information to relevant Ministers, state and/or territory departments and, in some cases, relevant local government associations for the purpose of considering employment applications. The Department and RDA Committees do not routinely disclose personal information to overseas recipients. If you do not provide the information requested, your application may not be able to proceed.

The Department's online 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.