



## REGIONAL DEVELOPMENT AUSTRALIA YORKE AND MID NORTH

### POSITION DESCRIPTION AND SPECIFICATION

## INDIGENOUS ECONOMIC DEVELOPMENT OFFICER

### *Candidates MUST Address the following Essential Criteria in Their Applications:*

1. Demonstrated ability to facilitate local and regional economic activity as well as create and manage projects from inception to completion with a range of stakeholders;
2. Demonstrated ability to communicate between a range of stakeholders including indigenous organisations and individuals, industry, community, government and the not for profit sector;
3. High quality report writing, preparation and interpretation;
4. Ability to work effectively in a team environment;
5. Ability to manage financial resources and sound project management expertise;
6. An understanding of the issues facing Indigenous people.

**All applications MUST include a Covering Letter, responses to the Essential Criteria, a copy of the applicant's Resume together with three (3) Referees.**

This position will cover the Yorke and Mid North area and will be based in either our Kadina, Clare or Port Pirie office dependent on the location of the successful candidate. Some travel will be required and consideration will be given to flexible working arrangements.

**Applications close 5.00pm Wednesday 7 March 2012.**

### Applications to be Emailed to:

Ms Kelly-Anne Saffin, Chief Executive Officer  
Regional Development Australia Yorke and Mid North  
Email: [ceo@yorkeandmidnorth.com.au](mailto:ceo@yorkeandmidnorth.com.au)

### Or Applications can be Posted to:

Ms Kelly-Anne Saffin  
Chief Executive Officer  
Regional Development Australia Yorke and Mid North  
85 Ellen Street  
Port Pirie SA 5540



An Australian Government Initiative



An Initiative of  
Government  
of South Australia

### Local Government Partners

Clare & Gilbert Valleys Council | District Council of Barunga West  
District Council of Mount Remarkable | Northern Areas Council  
District Council of Peterborough | Wakefield Regional Council  
District Council of Yorke Peninsula | Regional Council of Goyder  
District Council of the Copper Coast | Port Pirie Regional Council  
District Council of Orroroo Carrieton

**REGIONAL DEVELOPMENT AUSTRALIA YORKE AND MID NORTH**

**POSITION DESCRIPTION**

**POSITION:** INDIGENOUS ECONOMIC DEVELOPMENT OFFICER

**PACKAGE:** \$60,000- \$63,000 dependent upon skills and experience

Superannuation paid in accordance with legislative requirements

A fully maintained motor vehicle with private use within South Australia

**DATE APPROVED:** 13 February 2012

**APPROVED BY:** Kelly-Anne Saffin - Chief Executive Officer

**START DATE:** As negotiated with Applicant

**TERM OF TENURE:** 12 months

**COMPLETION DATE:** 12 months from commencement date

**ESSENTIAL CRITERIA:** The incumbent must hold and retain a current Driver's Licence applicable for use in South Australia for the whole of the term of appointment.

## BACKGROUND

Regional Development Australia Yorke and Mid North (RDAYMN) covers the local government districts of Barunga West, Clare & Gilbert Valleys, Copper Coast, Goyder, Mount Remarkable, Northern Areas, Orroroo Carrieton, Peterborough, Port Pirie, Wakefield and Yorke Peninsula.

The RDAYMN has a commitment and a responsibility for developing the region's economic social and cultural capital as well as ensuring regional sustainability.

Board members are drawn from our region's industry and representatives from all tiers of Government.

The activities of the Board are funded by grants provided under contract by the Australian Government, South Australian Government and the Councils within the Yorke and Mid North region. The Board also bids for complementing grants for service delivery in related areas such as training and employment, infrastructure development and business advisory services.

## STRUCTURE OF ORGANISATION

Regional Development Australia Yorke and Mid North's organisation is made up of three business units:

- Economic Development Unit (incorporating Tourism Development Officers and Indigenous Economic Development Officer);
- Business Development Unit;
- Workforce Development Unit (incorporating Workforce Development and Migration Services).

The CEO is directly accountable to the Board; remaining staff are accountable to the Board through the CEO.

The Indigenous Economic Development Officer will be required to work closely with other members of the Economic Development Team which currently includes:

- Economic Development Officer (Southern Flinders);
- Economic Development Officer (Yorke Peninsula);
- Economic Development Officer (Mid North)
- Tourism Development Officer (Southern Flinders);
- Cycle Tourism Development Officer (Southern Flinders).
- In addition the Indigenous Economic Development Officer will work closely with the newly formed Narungga Investment Company Ltd.

In particular, the Indigenous Economic Development Officer will report directly to the Chief Executive Officer and work closely with our funding partner the Department of Education, Employment and Workplace Relations.

## ROLE OF THE INDIGENOUS ECONOMIC DEVELOPMENT OFFICER

The Indigenous Economic Development Officer will work with Indigenous organisations and/or individuals in the Yorke and Mid North region of SA to achieve economic independence by stimulating commercially viable business ventures and identifying employment opportunities that flow from business and other ventures.

The Indigenous Economic Development Officer will:

- Identify the needs of Indigenous people within the Yorke and Mid North and from that analysis prepare a work plan and implement strategies;
- Identify and support indigenous community activities that could be commercially viable and achieve employment outcomes;
- Assist with and undertake activities to enhance capacity building of Indigenous community members to enable them to participate in economic and employment opportunities;
- Provide business advice and mentoring support to new and existing indigenous enterprises and participants;
- Support Indigenous business development through access to business support services and programs;
- Establish effective business structures to support Indigenous ventures;
- Assist Indigenous people to overcome barriers to education, training and employment by developing a mentor/role model approach to engagement of both participants and employers;
- Assist Indigenous communities and organisations with any funding applications associated with indigenous economic ventures;
- Assist Indigenous communities to develop existing commercial, industrial, residential and agricultural assets to generate income;
- Identify employment opportunities for Indigenous jobseekers as a result of business venture development

RDAYMN's role is to facilitate investment and job outcomes for Indigenous people within the region and to pursue the timely provision of strategic infrastructure including telecommunications, water and power, appropriately zoned land, a skilled workforce and worker accommodation. The success of such projects is highly dependent on the Indigenous Economic Development Officer's ability to draw together and motivate Officers, leaders and decision-makers to collectively pursue shared goals and to provide strategic support to ensure projects come to fruition.

## POSITION OBJECTIVES

Under direction from the Chief Executive Officer:

- To implement, facilitate and co-ordinate Indigenous economic development initiatives as identified in the Board's strategic plan;
- To provide management for RDAYMN programs/projects relating to Indigenous economic development;
- To strive to maximise economic benefits to Indigenous people and Organisations in the region by engaging with existing business, potential investors and linking with wider regional or State wide economic development initiatives.

## KEY RESPONSIBILITY AREAS

As directed by the Chief Executive Officer:

- Initiate and facilitate Indigenous economic development in the region;
- Research opportunities and identify strategies to expand the regions Indigenous economic base and attract investment into the region;
- Respond positively to State and Federal Government initiatives that support and/or add value to the regions Indigenous economic base;
- Manage and oversee specific Indigenous economic development programs;
- Prioritise, monitor and adhere to functional activities to ensure outcomes as identified in the strategic plan;
- Liaise and work collaboratively within a team environment at the RDAYMN and with stakeholders to achieve identified objectives;
- Liaise and interact with the respective local government officers and establish effective linkages with local government partners;
- Establish effective linkages with State and Federal Government Departments and agencies; and Indigenous organisations.
- Prepare project briefs, manage and evaluate consultancy contracts relating to specific Indigenous economic development projects and programs;
- Investigate, research and prepare applications to attract State and Federal Government funding to support the RDAYMNs aims and objectives;
- Explore options and identify opportunities to attract alternative sources of funding to leverage the RDAYMN Boards ability to deliver on its strategic plan objectives;
- Work collaboratively with the Chief Executive Officer and other RDAYMN officers to analyse problems and formulate solutions to overcome barriers to achieving the Boards objectives;
- Liaise with individuals, existing businesses, Government agencies and other relevant parties to demonstrate the possibilities and advantages of utilising the Regional Development Australia Yorke and Mid North as an initial point of contact and the major regional facilitator for economic development initiatives;

- To liaise with individuals, existing businesses, Government agencies and other relevant parties to develop initiatives in infrastructure that may contribute to the Indigenous economic development of the region;
- Provide activity reports and undertake operational responsibilities as directed.

## ORGANISATIONAL RELATIONSHIPS

<b>REPORTS TO:</b>	Chief Executive Officer
<b>SUPERVISES:</b>	Consultant Contractors as necessary
<b>INTERNAL LIAISONS:</b>	All RDAYMN Staff
<b>EXTERNAL LIAISONS:</b>	Local Government Partners
	State & Commonwealth Government Departments and agencies
	Indigenous associations, business associations and service providers
	Investors/Entrepreneurs
	Existing businesses within the Mid North region
	Industry and community groups within the Mid North Region

## JUDGEMENT AND DECISION MAKING

- Required to exercise independent and well informed judgement in relation to operational matters, service delivery, and project development;
- Required to manage and provide support for external service providers in the delivery of contracted services;
- Required to identify and analyse strategic opportunities for the Board, and present such analysis to the Chief Executive Officer for interpretation and consideration.

## SPECIALIST KNOWLEDGE AND SKILLS

- Experience in areas including economic development facilitation, project management, monitoring and evaluation would be advantageous;
- Experience in undertaking research and analysing information;
- High quality report writing, preparation and interpretation;
- Experience in use of Microsoft Office products, particularly Word, Excel and Outlook;
- Experience in preparing funding applications for Australian and State Governments;
- Ability to develop good networks both within the community and with other organisations.

## MANAGEMENT SKILLS

- Ability to effectively implement time management skills, in prioritising, timelining and goal achievement;
- Train, develop and supervise as necessary;
- Ability to independently problem solve in difficult circumstances and have the conceptual skills to accurately perceive, interpret and manage complex issues and relationships;
- Financial management skills and experience to enable the contribution, preparation and compliance towards budgets within an organisational framework;
- Have the capacity for creative thinking to support a culture of evolving challenges within the RDAYMN's operational framework.

## INTERPERSONAL SKILLS

- Capable of effecting teamwork and communicating effectively with the community, Stakeholders, Government agencies and RDAYMN staff;
- Excellent communication, presentation/delivery and customer relation skills;
- Leadership skills delivering a mutual understanding of expectations between Communities, Business, RDAYMN and Government sectors to enable the achievement of shared goals and the delivery of a high level of outcomes;
- Ability to analyse and problem solve both within and outside the organisation;
- Enthusiasm for and interest in rural communities;
- Responsiveness, empathy, observation and listening skills;
- Ability to obtain the support and confidence of regional industry business operators in the efficacy of the Regional Development Australia Yorke and Mid North stated objectives;
- Knowledge & awareness of structural changes impacting upon rural communities;
- Empathy with individuals business and community organisations in rural communities;
- Ability to emphasise and communicate with Indigenous organisations and individuals;
- An understanding of the issues affecting Indigenous people in Australia.

## QUALIFICATIONS AND EXPERIENCE

- Consideration will be given to applicants who can demonstrate attainment of degree standard in Commerce, Marketing, Business or other relevant qualification, or who can demonstrate extensive relevant experience;
- Experience in infrastructure project management or the public sector would be an advantage;
- Experience working with Indigenous organisations and people.

## SPECIAL CONDITIONS

- Some out of hours work may be required;
- The position involves substantial within-region travel;
- Some intrastate travel may be required;
- The incumbent must hold and retain a current Driver's Licence applicable for use in South Australia for the whole of the term of appointment;
- Appointment is subject to a probationary period of three months at which time a formal review process will be undertaken with a view to confirming on-going appointment.