



Department of
**Primary Industries and
Regional Development**

Job Description Form

Department of Regional Development

Principal Local Content Adviser

POSITION DETAILS

Classification Level: Level 7

Award/Agreement: PSA 1992 / PSGOCSAGA 2017

Position Status: TBC

Organisation Unit: Local Content

Physical Location: Various Regions across Western Australia

REPORTING RELATIONSHIPS

Responsible to:

Director General Special Division CEOs

Deputy Director General, Industry and Economic Development TBC

Director Business Development TBC

Manager Local Content L8

THIS POSITION: Principal Local Content Adviser Level 7

Number of direct reports: 2

ABOUT THE DEPARTMENT

The Department of Primary Industries and Regional Development (DPIRD) was formed in 2017 through the amalgamation of the Departments of Agriculture and Food, Fisheries, Regional Development and the staff of the nine Regional Development Commissions.

As an organisation, the Department contributes to the future and the enduring prosperity of our state, through our strong focus on regional jobs, growth and our primary industries. We do this through our three areas of focus; Grow, Protect and Innovate.

When choosing to work for us, Department staff will have the opportunity to contribute in a meaningful way and make a difference in the lives of everyday West Australians, across our primary industries and regions.

KEY WORK DESCRIPTION

The Principal Local Content Adviser coordinates the regional delivery of the department's program to promote, encourage, develop and maximise local supplier, contractor and employment opportunities for regional businesses and jobseekers through effectively connecting relevant government, industry, businesses, Aboriginal corporations, employment and training stakeholders and other stakeholders.

The Principal Local Content Adviser supports, guides and coordinates the activities of Local Content Advisers within their designated regional cluster in order to ensure the delivery of a consistent, professional and responsive program to support the government's local content objectives.

WORK DESCRIPTION

Within the context of the position, any of the following responsibilities may be undertaken:

- Oversee the delivery of the local content function across a designated regional cluster to ensure a coordinated and consistent delivery of the program across regional Western Australia.
 - Support, coordinate and guide the Local Content Advisers in maximising opportunities in their region.
 - Engage with local suppliers to build local capacity to deliver goods and services to Government and privately funded projects.
 - Promote and encourage suppliers to list and maintain current registrations on supplier portals and industry capability registers.
 - Research, engage and connect with upcoming Regional projects that provide local supplier and employment opportunities.
 - Coordinate and link regional stakeholders to new projects that drive maximum supplier interest and engagement in tendering, project and contract delivery.
 - Provide high level advice to Agencies and Industry in the development of tenders to maximise the local content and local employment outcomes.
 - Liaise with Government and Industry stakeholders to ensure regional tenders are afforded the best opportunity to participate in local tenders, contracts and projects.
 - Provide referral advice and direction to stakeholders in accessing Industry capacity building assistance and funding.
 - Provide referral advice and direction to suppliers and contractors on employment programs that help maximise the employment opportunities for local jobseekers.
 - Provide high level policy advice on Building Local Industry Policy and Buy Local principles, Priority Start policy, general advice and referral to Department of Jobs Tourism Science and Innovation on the development of WA Industry Participation Plans (WAIPP's)
 - Assist in monitoring expected outcomes to be delivered from individual WAIPP's at a regional level.
 - Collate and analyse data from the regional cluster to provide to the Local Content Manager to incorporate into consolidated state-wide reports.
 - Coordinate and manage a strong network of contacts and strong collaborative relationships across communities, business and industry, relevant Federal, State and Local Government agencies, prospective international investors and trade partners to maximise local content and job outcomes for regional Western Australia.
 - Any other services that assist in building local supplier and job opportunities as they develop and arise.
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WORK RELATED REQUIREMENTS

The occupant must be able to demonstrate, within the context of the position:

ESSENTIAL

1. The ability to lead and support small teams to achieve positive outcomes.
2. An ability to identify and connect effectively with relevant government, business and stakeholder groups.
3. Ability to visualise, articulate, plan and maximise opportunities to gain effective leverage and contributions from a wide range of sources.
4. An applied high-level understanding of relevant government policies, plans and strategies and the ability to operationalise these to achieve significant program outcomes.

DESIRABLE

1. A network of key Government, Industry Bodies, Aboriginal Corporations, Employment and Training stakeholders within the region.
2. Understanding of the Employment Services Industry, its support and incentives structure.

SPECIAL REQUIREMENTS/EQUIPMENT

Some intrastate travel may be required

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

EXECUTIVE DIRECTOR

Signature: _____ Date: _____

DIRECTOR GENERAL/MANAGER HR

Signature: _____ Date: _____

CERTIFICATION

DATE: Certification Date