

Job Description Form (JDF)

Position details

Position title:	Principal Regional Development Officer
Position number:	70190971
Classification:	Level 7
Physical location:	Collie
Award:	PSA 1992
Agreement:	PSGOCSAGA 2017
Directorate:	Regional Programs and Policy
Branch:	South West Development Office

Reporting relationships

Reports to: Director Regional Development, Level 8

This position

Direct reports: Nil

DPIRD provides Regional Development Commissions (Commissions) with access to the staff and resources to support the Chief Executive Officer's (CEO's) in the fulfilment of their statutory functions and obligations under the Regional Development Commissions Act 1993. DPIRD works in partnership with the nine Commissions to promote regional aspirations, inform government policy and planning and to deliver regional development initiatives and investment into the regions. This position undertakes regional operations in support, and under the day-to-day direction, of the South West Development Commission's CEO.

Role summary

Manages the delivery of specified strategic and complex projects that support delivery of the Commission's objectives.

Fosters effective consultative and collaborative working relationships and networks with key stakeholders across the public and private sectors, on matters related to investment and development of the region.

About the Department

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Department values

The Department's values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long-term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly

We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Project Management

- Provides strategic management and direction in the planning, development, analysis and evaluation of research and development activity, policies and strategies and associated reporting. Integrates evidence-based research into long- and short-term regional planning and development to maximise development opportunities.
- Leads and directs long term planning for innovative development programs within the Commission's strategic plan, to include the development, implementation and review of an annual operation program of development projects, priorities and associated financial project budgets and project targets.

- Prepares and analyses business cases for strategic and development projects and provide advice to the CEO, Board and Minister (as required) on external applications for funding for infrastructure and community service projects.
- Manages the collation, gathering and flow of data/information to support the work of the Commission and coordinates the provision of information in response to requests.
- Leads and manages creation of reports, submissions, briefings, correspondence and advice of major regional projects and proposals to the executive management team and the Board, also oversees Ministerial and Executive correspondence as required.
- Develops, implements and monitors performance frameworks to monitor effectiveness of developments and investments against outcome-based objectives.
- Leads and manages the analysis and due diligence assessments on business cases and economic development projects and strategies undertaken in the region and provide professional advice and solutions to address issues that will affect performance indicators and/or milestones.
- Oversees the development, implementation and coordination of complex project outcomes that add value or diversify the region's industry base and/or address key community development issues.
- Monitors contracts and agreements for compliance with project deliverables and government policy and processes.
- Leads the development of the production and brokering of knowledge and information about the region that informs investment decisions and stimulates development opportunities.
- Provides strategic leadership and direction in project management and develops, manages and implements contracts and project plans, programs and initiatives to achieve specified outcomes, including the prioritisation and allocation of resources and the delivery of outcomes within agreed parameters (eg: time, cost, quality).

Client and Stakeholder Engagement

- Leads a collaborative regional approach with key clients and stakeholders to ensure a strategic approach to marketing the region.
- Develops, implements and reviews processes to ensure clients and stakeholders are consulted regularly and the consistent flow of information gathered from clients and stakeholders is provided to support the work and the priorities of the Commission and promotes knowledge sharing and connectivity.
- Leads and manages strategic partnerships and communication networks with internal and external stakeholders to implement the objectives, functions and policies of the Commission.
- Represents the Commission on relevant internal and external committees and working parties as required and lead meetings as required.
- Leads and directs a team which develops a proactive shared planning and development network with key clients and stakeholders to identify and act on emerging issues and impacting on change.
- Facilitates accurate and timely creation of Board papers and financial reporting.
- Provides strategic leadership, and coordinates specialist advice, reports and recommendation to CEO, Board, the Minister (as required) and key stakeholders (Commonwealth and State agencies, local government, business and industry groups and investors), about investment and development opportunities, strategies and projects that have maximum impact in enhancing and continuing the economic

development, environmental sustainability and community infrastructure of the Region.

- Works collaboratively with Communications and other relevant Corporate areas to manage and quality control the marketing, communications, research, economic analysis, stakeholder management and information functions of the Directorate for the Commission.
- Develops and manages a network of contacts and strong collaborative relationships across regional communities, business and industry, relevant Federal, State and Local Government agencies, prospective international investors and trade partners to pursue investment opportunities.

Leadership and Management

- Manages the activities of project staff, implementation of strategies, delivery of projects and evaluation of project performance in selected areas.
- Facilitates teamwork among staff to produce quality outcomes based on customer service principles and practices.
- Promotes and actively advocates for a high performing work environment and culture to empower, motivate and develop staff.
- Models, promotes and demonstrates a genuine commitment to DPIRD's values.
- Advises on, and is a point of escalation for, agency and cross pillar contentious issues.
- Stakeholder manager for identified key agency and cross pillar strategic relationships.
- Identify, manage and escalate, where required, issues pertaining to DPIRD brand and reputation.
- Oversight, as required, for regional offices/facilities, public counter service, events and field days

Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated substantial experience in policy, program and strategy development, implementation and management, including the ability to formulate, analyse and complete due diligence on business and industry project proposals by applying business principles, financial analysis and assessment of risk.

Core capability

2. Build effective relationships: High level of communication (written, verbal and interpersonal) skills, with the ability to liaise and consult with a range of stakeholders on various levels internal and external to the organisation. Drafts, reviews, edits and disseminates a range of complex written material, ensuring messages are clear, and aligned with the audience.
3. Challenge for innovation: Highly-developed analytical and problems solving skills, including a demonstrated ability to develop innovative solutions to complex problems in order to meet organisational objectives.
4. Think strategically: Well developed research and analytical skills with the ability to think creatively and laterally to provide high quality, future focussed results.
5. Delivery in a changing environment: Demonstrated ability to allocate and leverage resources to deliver desired business outcomes and persist on achieving objectives in difficult and changing circumstances.
6. Lead and empower others: Demonstrated leadership and strategic management skills, including initiative and the ability to negotiate with, motivate and influence people.

Desirable Criteria

1. Experience working in Regional Australia and broad understanding and ability to contextualise past and current social, economic and political issues impacting on the work of the Commission.

Special requirements/equipment

- A current and valid Western Australian C (car) class driver's licence or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Signature: 

Date: 24/09/2019

Position title: Deputy Director General, I&ED