



## Job Description Form (JDF)

### Position details

Position title: Senior Regional Development Officer  
Position number: 70190934; 70190935; 70190936  
Classification: Level 6  
Physical location: Kununurra  
Award: PSA 1992  
Agreement: PSGOCSAGA 2017  
Directorate: Regional Programs and Policy  
Branch: Kimberley 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 Kimberley Development Commission's CEO.

### Role summary

Coordinates and conducts research and analysis of complex information and data evaluation to support the planning and implementation of community and economic development projects.

Undertakes projects independently and assists with coordination of more complex projects.

## 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

- Undertakes complex research and/or economic impact analysis and provides subject matter expert advice and recommendations on the current and future management of risks, emerging issues and trends impacting the development and implementation of the Commission's regional development strategies, plans, policies and projects.
- Identifies organisations with direct investment potential and trade opportunities in the Region.
- Identifies and works with proponents, investors and trade partners to secure new investment into the Region.

- Prepares and coordinates reports, submissions, briefings, correspondence and advice of major regional projects and proposals to the executive management team and the Board, also draft Ministerial and Executive correspondence as required.
- Provides analysis and due diligence assessments on business cases and economic development projects undertaken in the region, develop relevant evaluation methodology and provide professional advice and solutions to address issues that will affect performance indicators and/or milestones.
- Facilitates the development and implementation of industry and business strategies and plans, in partnership with relevant government agencies and private sector, to ensure the development and implementation of complex project outcomes.
- Develops and facilitates projects that enhance the development of the region, including community development, economic diversification, land, accommodation, infrastructure to also increase local employment through the growth and development of local business.
- Prepares and undertakes the research, development and compilation of project plans including investigations, feasibility studies, tender processes and project costs.
- Coordinates the management and implementation of project plans to achieve the implementation of outcomes detailed in the Commission's Strategic Plan including the prioritising and allocation of resources and the delivery of outcomes within agreed parameters, e.g. time, cost, quality.
- Conducts research, analysis, due diligence, input, updates and reports for current and new or potential regional grant programs.
- Mentors, coaches and support all staff across the Region as required.
- Contributes to the preparation of advice to the Board.

### **Client and Stakeholder Engagement**

- Monitors consultants and contractors to ensure government objectives and deliverables are met efficiently and effectively.
- Works collaboratively with Communications and other relevant Corporate areas to promote regional development projects, publicly address specific issues and providing promotional and other information to the public.
- Prepares and directs staff in the preparation of submissions and responses to ministerial, parliamentary questions and briefing notes.
- Liaises with Commonwealth, State and Local Government, community bodies and industry sector groups on matters related to the region.
- Proactively builds and manages strategic partnerships and communication networks with internal and external clients and stakeholders to ensure that regional development issues and projects are dealt with in a coordinated and integrated manner.
- Represents the Commission at industry forums, committees and working groups as required and organises and conducts meetings.
- Maintains and manages a network of contacts and strong collaborative relationships across regional communities, business and industry, relevant Federal, State and Local Government agencies, prospective investors and trade partners to pursue investment opportunities.

Other duties as required.

### **Work related requirements**

In the context of the role:

## **Essential criteria**

### **Role specific**

1. Demonstrated high level experience in project/program 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: Well developed communication skills (written, verbal and interpersonal), with the ability to liaise and consult with a range of clients and stakeholders on various levels internal and external to the organisation.
3. Challenge for innovation: Proven ability to rigorously evaluate available information through research and analysis and apply innovative thinking in forming solutions which produce best possible outcomes.
4. Think strategically: Proven ability to think strategically, research and analyse issues and apply innovative solutions to complex problems.
5. Delivery in a changing environment: Proven ability to self-motivate, utilise initiative to anticipate requirements and resolve problems arising from competing and changing demands and priorities, delivering within tight timelines and be flexible in approach.
6. Lead and empower others: Demonstrated ability to work autonomously and to work effectively within a team environment, involving and recognising others contributions.

## **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: 26/09/2019

Position title: Deputy Director General, I&ED