



Job Description Form (JDF)

Position details

Position title: Regional Development Officer
Position number: 70210158
Classification: Level 4
Physical location: Bunbury
Award: PSA 1992
Agreement: PSCSAA 2019
Directorate: Regional Programs and Policy
Branch: Portfolio Leadership
Section: South West Development Office

Reporting relationships

Reports to: Director Regional Development (70190983), Level 8

This position

Direct reports: Nil

DPIRD provides Regional Development Commissions (RDC) with access to the staff and resources to support the 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 RDCs 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

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

Undertakes independently less complex projects and assists with 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:

Regional Development Support

- Contributes to data analysis and economic research work to support the implementation of the Commission's regional development strategies, plans and policies.
- Prepares and coordinates reports, submissions, briefings, correspondence and advice on specific issues related to community and economic development in the region.
- Develops, coordinates and maintains databases of regional information on specific industries and for specific projects.

- Undertakes and/or co-ordinates research, collation, analysis and evaluation of community and economic development issues, policies, practices, and/or procedures to identify relevant factors and provide recommendations for further consideration or action.
- Provides research, analysis, due diligence, input and administrative support for regional grant programs.
- Participates in strategic regional planning, regional development policy, planning and project development and implementation as required.
- Monitors progress of projects, prepares progress reports and assists to address issues that will affect performance indicators and/or milestones.
- Assists in the evaluation and review of project outcomes.
- Researches and identifies effective risk management strategies for the Commission to ensure outcomes are achieved.

Administrative Support

- Responds to information requests and enquiries regarding the region and the Commission.
- Contributes to coordinating the activities of the Board and its Working Parties as required.
- Works collaboratively with DPIRD Communications and relevant Corporate areas to promote Regional projects, publicly address specific issues and provides promotional and other information to the public.

Stakeholder Engagement

- Liaises with state and local government authorities, industry, commerce, community groups and individuals in respect to regional development, events and funding opportunities.
- Liaises with and provides advice to internal and external stakeholders to support the delivery of project outcomes.
- Represents the Commission at forums on project teams and on committees as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated project planning, management and evaluation experience in a regional context.

Core capability

2. *Build effective relationships*: Demonstrated good communication and interpersonal skills including the ability to build and maintain internal and external client and stakeholder relationships.

3. *Challenge for innovation:* Ability to develop practical and innovative solutions to problems.
4. *Think strategically:* Sound research, analytical and problem-solving skills; demonstrated ability to apply initiative to analyse and evaluate issues and make appropriate recommendations.
5. *Delivery in a changing environment:* Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower others:* Demonstrated ability to work autonomously, collaboratively and productively as a member of a team.

Desirable Criteria

7. Experience working in Regional Australia and/or a general knowledge of issues affecting the economic and social development in the region.

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).
- Occasional travel to and from metropolitan and regional offices may be required.
- 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

Endorsed by: Dean Newton

Position title: Director Project Management, Industry and Economic Development

Endorsement Date: 23 November 2020