



Job Description Form (JDF)

Position details

Position title:	Regional Development Officer
Position number:	70210136
Classification:	Level 5
Physical location:	Collie
Award:	PSA 1992
Agreement:	PSCSAA 2019
Directorate:	Regional Programs and Policy
Branch:	Portfolio Leadership
Unit:	South West Development Office

Reporting relationships

Reports to: Principal Regional Development Officer (70190970), Level 7

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 Commission 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

Conducts research and analysis of complex information and data evaluation to support the planning and implementation of community and economic development projects. Independently undertakes less complex projects and assists with more complex projects.

About us

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.

Our values

Our 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

- Undertakes and provides advice on complex research, data analysis and economic work to support the development and 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, maintains and provides information and data for specific industries and/or projects, including monitoring and advising on emerging issues and trends impacting the region.
- Provides professional advice and consultancy, to assist the planning and implementation of relevant projects.

- Works collaboratively with major project proponents to identify project and funding requirements.
- Contributes to the development, 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.
- Facilitates the development and implementation of economic development project outcomes to ensure the delivery of strategic project initiatives in the region to support and increase local employment through the growth and development of business.
- Develops, coordinates and maintains databases of regional information on specific industries and for specific projects.
- Conducts research, collation, analysis and evaluation of community and economic development issues, policies, practices, and/or procedures to identify relevant factors impacting on the community and provide submissions and recommendations for further consideration or action.
- Conducts research, analysis, due diligence, input, updates and reports for regional grant programs.
- Participates in strategic regional planning, regional development policy, planning and project development and implementation as required
- Monitors and provides analysis and due diligence assessments on business cases and economic development opportunities undertaken in the region, assist in the development of evaluation methodology and contribute to address issues that will affect performance indicators and/or milestones.
- Researches and identifies effective risk management strategies for the Commission to ensure outcomes are achieved.

Administrative Support

- Coordinates responses for requests for information from community and industry.
- Coordinates the activities of the Board and its Working Parties as required
- Provides support in the coordination of partnership and sponsorship agreements and regional funding and grant schemes with state, commonwealth and local government agencies.
- 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.

Client and Stakeholder Engagement

- Coordinates liaison with Commonwealth, State and Local Government, community bodies and industry sector groups.
- Proactively builds and maintains 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.

- Influences government agencies to facilitate new investment in the region.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience in project management, including the ability to evaluate information, identify issues, form solutions, develop operational strategies and instigate plans to achieve desired results

Core capabilities

2. *Build effective relationships:* Well-developed communication skills, both verbal and written, including the ability to consult advice and convey information to clients and stakeholders in order to achieve strategic outcomes.
3. *Challenge for innovation:* Demonstrated ability to develop practical and innovative solutions to problems.
4. *Think strategically:* Well developed conceptual, analytical and problem-solving skills with the ability to relate and compare data from different sources, identifying issues, securing relevant information and identifying relationships
5. *Deliver in a changing environment:* Well-developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines and is responsive to changes in requirements.
6. *Lead and empower others:* Demonstrated ability to work autonomously, collaboratively and productively as a member of a team contributing to the achievement of team goals.

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.
- 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: 31 May 2021