

Job Description Form (JDF)

Position details

Position title:	Director Regional Development
Position number:	70190908
Classification:	Level 8
Physical location:	Kalgoorlie
Award:	PSA 1992
Agreement:	PSCSAA 2022
Pillar:	Industry and Economic Development
Directorate:	Regional Development and Investments
Branch:	Goldfields Esperance Development Office

Reporting relationships

Reports to: Director Regional Development (70190915), Level 8

This position

Direct reports: 16

Role summary

Provides leadership and delivers regional operations of the Regional Development Office, to deliver State Government programs and projects to achieve regional development outcomes.

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.

Manages the Regional Development Office team under direction of the CEO.

Manages the governance matters of the Commission under direction of the CEO.

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:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

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

Leadership and Management

- Identifies opportunities to leverage investments to sustain long term growth and development of the Region.
- Leads and manages regional research, analysis, economic and regional modelling work to develop the evidence base for public sector involvement in initiatives.
- Facilitates access to community and agency advice and provides strategic advice to the CEO and the Board on the impact of government policy on the Region
- Leads the development of new initiatives to increase and diversify economic development opportunities in the region and lead in and advocate for strategic regional development.

- Develops strategies and implements plans to leverage opportunities with commercial, government, and innovation partners, secures investment and manages investor relations.
- Manages key development risks and constraints and drives new funding arrangements for regional strategic initiatives.
- Advises the CEO and the Board of key policy issues that may create opportunities or affect major regional development projects and proposals, create reports, submissions, briefings and correspondence as required.
- Leads in planning, scoping and defining key projects and regional development initiatives identified through the State Regional Development Strategy.
- Oversees the planning and implementation of Commission projects and services, lead stakeholders to plan for and deliver coordinated and equitable services across the region.
- Negotiates on behalf of the Commission with Commonwealth, State and local government agencies, industry organisations and private sector companies and individuals about development of projects, and provision of services.
- Assists the Chief Executive with the coordination of Ministerial and Board Services including Ministerial correspondence and advice, regional Ministerial visits, Board Member updates and Board meetings.
- Leads and directs project staff in the preparation of submissions, responses, ministerial and parliamentary question.
- Leads identification of opportunities to leverage Royalties for Regions and other investments to sustain long term growth and development of the region.
- Models, promotes and demonstrates a genuine commitment to DPIRD's values.
- Represents the Department as required.

Client and Stakeholder Engagement

- Collaborates and consults with senior executives representing all levels of government, the non-government sector and the private sector in developing and implementing strategies and projects for the future growth and prosperity of the region.
- Works collaboratively with all levels of government to develop long term strategies for structural and regulatory change to support the future social and economic development of the region.
- Provides high level consultancy, facilitation and negotiation support to a wide range of stakeholders across government, industry, Aboriginal Corporations and non-government organisations.
- Establishes and maintains effective networks with representatives of Federal/State/Local Government, industry, industry organisations and community groups to achieve economic and social development in the Region.
- Represents the Commission at discussion forums, negotiations, and on project teams.
- Tactically develops and maintains collaborative relationships with key clients and stakeholders focussed on investment for the future development and prosperity of the region.
- Enables and facilitates business-to-business and business-to-government connections to secure investment in strategic projects for the benefit of the region.

Corporate Responsibilities

- Manages the performance development and continuous improvement of the Commission's activities.
- Implements best practice management and establishes an outcome and outputs framework and performance targets for the Program Delivery team to achieve the strategic and business objectives of the Commission.
- Prioritises, allocates, aligns, mobilises and manages resources in accordance with business strategies to achieve desired outcomes.
- Provides proactive advice to the Commission's Corporate Executive and contributes to Commission values, strategic planning and translates these into clearly articulated business initiatives with measurable regional development outcomes.
- Leads and directs the Program Delivery team in the delivery of services and programs to achieve the Commission's Strategic Plan.
- Leads and directs the development, implementation and monitoring of the Office's strategic, business and operational plans and ensures alignment of activities with objectives.
- Leads, supports and monitors the corporate management of the Office including:
 - establishment and maintenance of systems in relation to financial, physical and human resource management and agency performance; and
 - preparation and management of budgets, key performance indicators and associated documentation.
- Effectively manages change within and related to the Commission.
- Develops 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.
- Advises on, and is a point of escalation for, agency and cross pillar contentious issues.
- Senior point of regional leadership for cross pillar matters.
- Stakeholder manager for identified key agency and cross pillar strategic relationships.
- Provide a regional voice and input into Department leadership group.
- Identify, manage and escalate, where required, issues pertaining to DPIRD brand and reputation
- Leadership associated with the implementation of the Department's culture and behaviour at a regional level
- Leads and participates in the development of emergency response capacity (e.g. people, technical expertise, equipment, procedures, etc.) for this function in a large scale or otherwise significant emergency requiring a coordinated response.
- Undertakes the role of first responder and/or undertakes emergency management functions to support DPIRD incident response demands as and when required.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated extensive experience in regional development including planning and implementing complex projects within a strategic framework, involving the private and government sectors.
2. Demonstrated knowledge and experience shaping and managing strategy and policy, particularly around economic and business development initiatives, to achieve organisational and sector-wide benefits and outcomes.

Core capabilities

3. *Build effective relationships:* High level of ability to nurtures internal and external relationships, proven ability to facilitate cooperation and partnerships whilst valuing individual differences and diversity.
4. *Challenge for innovation:* Highly developed skills in the development and management of outcomes-focussed program evaluations and effecting the delivery of recommended program improvements.
5. *Think strategically:* Highly developed conceptual and strategic problem-solving skills with proven ability to think creatively and laterally to provide high quality, future focussed results.
6. *Delivery in a changing environment:* Proven ability supporting strategic policy development and the development, review and deployment of operational policies, procedures and guidelines.
7. *Lead and empower others:* Demonstrated ability to create and maintain a work environment that motivates and develops the diverse talents of people and the ability to effectively identify and resolve people related issues in a timely manner.

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

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)

- 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).
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- 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

Position title: Deputy Director General
Endorsement Date: 5 April 2024