

<b>POSITION TITLE</b>	Manager, Business and Workforce Development
<b>LOCATION</b>	Mount Gambier
<b>REPORTS TO</b>	Chief Executive Officer (CEO)
<b>HOURS</b>	Full Time
<b>TENURE</b>	Contract position to 31 <sup>st</sup> December 2020
<b>SALARY</b>	Salary of \$86,955 per annum plus superannuation and provision of a vehicle for business purposes and reasonable personal use
<b>SPECIAL CONDITIONS</b>	Some out of hours work will be required Will be required to undertake intrastate/interstate travel Current Driver's Licence is essential Will be required to obtain a National Police Clearance (NPC)

### OUR ORGANISATION

Regional Development Australia (RDA) is a national network of committees made up of local leaders who work with all levels of government, business and community groups to support the economic development of regional Australia. RDA Limestone Coast (RDALC) is a well-established regional organisation funded by local, Federal and State government with a clear focus on growing a strong and confident regional economy that harnesses the regions competitive advantages, seizes on economic opportunity and attracts investment.

### POSITION SUMMARY

The Manager, Business and Workforce Development is responsible for our regional strategy to build human capital through advocating for and supporting programs and projects that contribute to regional workforce development. Possessing business acumen and established networks the role will provide small business support, encourage and improve small and medium business sustainability and development, and assist businesses to access Government programs. With an ability to see the 'big picture', the Manager, Business and Workforce Development will also identify and source funding for programs and mechanisms to support employment and jobs growth in the region. Utilising extensive experience and well-developed personal skills the position works closely with the CEO to lead, mentor and support staff to achieve excellence in service delivery.

<b>KEY RELATIONSHIPS</b>	
<b>Manager</b>	Chief Executive Officer
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Disability Workforce Hub Coordinator</li> <li>• Project and Communications Officer</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Business, industry and community groups within the region</li> <li>• Limestone Coast Local Government Association</li> <li>• Regional Councils</li> <li>• Local, Federal and State MPs and relevant Ministers</li> <li>• Relevant Federal and State Government Agencies</li> <li>• Investors and entrepreneurs</li> <li>• Board Members and staff</li> <li>• Residents of the region</li> <li>• Media</li> <li>• RDA organisations both in SA and nationally</li> </ul>

<b>ACCOUNTABILITIES AND OUTCOMES</b>		
<b>Accountability</b>	<b>Duties</b>	<b>Performance Indicator/Measurement</b>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Work one-on-one with small and medium business to support and improve sustainability and growth</li> <li>• Identify and promote successful start-up programs for small to medium businesses</li> <li>• Assist small and medium businesses to access Government programs</li> <li>• Support businesses to develop capability and build capacity</li> <li>• Promote collaboration across industry</li> <li>• Facilitate training and mentoring programs for small business</li> </ul>	<ul style="list-style-type: none"> <li>• Number of small and medium businesses accessing Government programs</li> <li>• Number of small and medium business start ups</li> <li>• Development of and participation in industry stakeholder groups</li> <li>• Training and mentoring workshops are held and have a high number of participants</li> <li>• Stakeholder feedback is positive and measurable</li> <li>• Annual work plan is developed and delivered</li> </ul>
<b>Workforce Development</b>	<ul style="list-style-type: none"> <li>• Identify and source funding programs that</li> </ul>	<ul style="list-style-type: none"> <li>• Number of new funding programs successfully applied for</li> </ul>

<b>ACCOUNTABILITIES AND OUTCOMES</b>		
<b>Accountability</b>	<b>Duties</b>	<b>Performance Indicator/Measurement</b>
	<p>will support employment and jobs growth</p> <ul style="list-style-type: none"> <li>• Advocate for the development of a regional workforce development plan.</li> <li>• Support programs and projects that contribute to regional workforce development.</li> <li>• Promote and maintain stakeholder relationships and partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Programs and projects in line with organisation strategy and workforce development plan are implemented, managed and acquitted</li> <li>• Stakeholder relationships and expectations are managed professionally</li> <li>• Annual work plan is developed and delivered</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Coach, mentor and supervise staff</li> <li>• Conduct Performance Review and Development of staff</li> <li>• Identify and implement staff training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct performance appraisals for each team member in line with RDALC policy</li> <li>• Meet with each team member at least monthly to discuss and action key elements of performance</li> <li>• Hold team meetings at least fortnightly</li> <li>• Attend Senior Staff Meetings</li> </ul>

<b>TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)</b>	
<b>Technical Expertise (essential)</b>	<ul style="list-style-type: none"> <li>• High level communication skills (oral and written)</li> <li>• Leadership and management skills including mentoring, performance management and engaging staff</li> <li>• Ability to exercise independent and well informed judgement to make risk based decisions in a politically charged environment</li> <li>• Operational planning, program coordination and project management experience</li> <li>• Knowledge of the local business community and operating environment</li> <li>• Understanding of the regional labour market needs and opportunities</li> </ul>

<b>TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)</b>	
	<ul style="list-style-type: none"> <li>• Ability to develop strategies and goals and translate them into achievable plans</li> </ul>
<b>Technical Expertise (desirable)</b>	<ul style="list-style-type: none"> <li>• Sound understanding of the challenges encountered by the regional business community</li> <li>• Knowledge of State and Commonwealth funding programs relevant to the role</li> <li>• Business Degree and/or experience running your own business</li> <li>• A track record of successful business development</li> </ul>

<b>PERSONAL QUALITIES</b>	
<b>Quality</b>	<b>Behaviours</b>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develops effective working relationships and networks</li> <li>• Identifies opportunities to negotiate for improved outcomes</li> <li>• Effectively manages conflict and escalates when appropriate</li> <li>• Shares information and knowledge as appropriate</li> </ul>
<b>Professional Approach</b>	<ul style="list-style-type: none"> <li>• Promotes a culture of respect and high ethical standards</li> <li>• Remains positive and recovers quickly from setbacks</li> <li>• Maintains professionalism and confidentiality when dealing with sensitive issues</li> <li>• Constructively expresses own views and respects the views of others</li> </ul>
<b>Results Oriented</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for the delivery of quality and timely results</li> <li>• Sets and communicates clear expectations around quality of work and timeframes</li> <li>• Measures performance and acts on opportunities for continuous improvement</li> <li>• Develops KPIs and measures and reports on progress</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Promotes and ensures a strong focus on customer service</li> <li>• Provides clear, honest and timely feedback, including addressing poor performance promptly and recognising high performance</li> <li>• Uses the capability and expertise of the workgroup to achieve optimal outcomes</li> </ul>
<b>Strategic Focus</b>	<ul style="list-style-type: none"> <li>• Considers the broader political environment and context when decision making</li> <li>• Supports strategic direction and plans</li> <li>• Communicates plans in practical terms to others</li> <li>• Contributes to the drive for change and innovation</li> </ul>

**Applications close at 12 noon on Friday 8<sup>th</sup> March 2019 and must be submitted via email to [renee@rdalc.org.au](mailto:renee@rdalc.org.au).**

