

# Applicant Information – RDA Murray Committee

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Murray Committee as a member.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria.
2. Selection process description including application lodgement instructions.
3. Application form, Consent and Declaration and a Skills Networks and Diversity Assessment.

The application forms can be downloaded from [www.rdamurray.org.au/careers](http://www.rdamurray.org.au/careers), completed electronically offline and emailed to [sam.sharp@rdamurray.org.au](mailto:sam.sharp@rdamurray.org.au)

## Position description

The RDA Committee member is an active contributor to the outcomes of a diverse organisation of individuals working in a complex environment to deliver high value outcomes for the community and the region. Members are active in their community and contribute to supporting local jobs and regional growth.

They are expected to leverage existing networks and develop new networks across industry sectors. RDA Committee members are required to support the Chair to attract opportunities and investment to their region. They must be knowledgeable about the economic, social, cultural and environmental opportunities and challenges facing their region; be well connected and a strong advocate for their community; and draw their community together to build and drive economic growth.

The RDA Committee member works as an effective member of the RDA Committee toward a common goal or strategy and drives projects that target specific areas of economic development for the region. They actively support committee governance and management processes.

## Accountabilities and responsibilities

RDA Committee members will be accountable to:

- The Chair – for supporting the activities of the Committee;
- Their communities – for delivering outcomes that meet regional needs;
- The funding providers – for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible; and
- RDA Committee staff – for providing a safe and healthy workplace.

Members will be responsible for supporting the RDA Committee to meet the requirements of the charter, deliver against the outcomes, reporting requirements and performance measures specified in the RDA Funding Agreement, and for the good operational and financial governance of the overall organisation.

## Selection criteria

1. **Leadership and governance** – A successful applicant will have experience and capability in leading organisations and can demonstrate an understanding of the governance and performance management principles that apply. They will be familiar with the types of governance processes required to manage an organisation, board or committee and have leadership experience.
2. **Delivery focus** – A successful applicant has experience in actively leading high performing organisations that have had success in achieving difficult outcomes within tight deadlines and in a complex environment.
3. **Business acumen** – A successful applicant will have a history of making making very good business decisions under pressure and being able to quickly identify and seize business opportunities when they present themselves. They have most likely had a very successful career in business or in a commercially oriented public sector or not-for-profit organisation and will be recognised as a business leader in any of these sectors.
4. **Stakeholder engagement** – To be successful an applicant will have had experience in managing a broad range of stakeholders to achieve successful outcomes experience in managing complex relationships including how to manage conflict between stakeholders.
5. **Representational skills** – A successful applicant has most likely had experience representing either their region, business and/or industry. They understand the complexities in representing a diverse group such as a region, business and/or industry.
6. **Commitment to the region** – To be successful, the applicant will have a clear commitment to the region and have strong personal and business networks. They will understand and be able to articulate the opportunities facing the region. The applicant may have spent substantial time in the region and be a very active member of the community.

## Selection process description

Applying for a Committee member position involves completing the forms and survey and providing a brief Curriculum Vitae (CV).

These documents should be returned to: [sam.sharp@rdamurray.org.au](mailto:sam.sharp@rdamurray.org.au) by **9am Monday 1<sup>st</sup> March 2021**. Once submitted, you should receive email confirmation that your application has been received. The application process involves the following steps and indicative timeframes:

1. **Processing of applications** – once applications close they will be considered by the Chair/Selection Panel.
2. **Referee and other checks** – The Chair will conduct referee checks, and other checks (e.g. probity checks) if required, before making a final assessment of each applicant. This process may take up to two weeks.
3. **Consultation with delegate** – once the Chair has identified their preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to six weeks.
4. **Advice to applicants** – once a final decision has been made, applicants will be advised of the outcome of their application by email and/or post. This may take up to one week.