

# POSITION DESCRIPTION

<b>Position Title</b>	Program Manager – Regional Futures Plan
<b>Classification</b>	Level 10
<b>Business Function</b>	Regional Economic Development
<b>Reports to</b>	Chief Executive Officer
<b>Date</b>	April 2019

## CONTEXT

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The Cradle Coast Authority (CCA) is jointly owned by the councils of north-west and western Tasmania to make the make our region a better place to live, work and invest.

CCA is owned by the region's nine councils and established as a Joint Authority in accordance with the Local Government Act (1993). It is governed by a Board of Directors, which reports to or is responsible to the Representatives. The Representatives consists of two delegates of each of our nine member councils, usually the Mayor and the General Manager, and elects from its number, a Chief Representative and Deputy Chief Representative.

**Our vision:** A region that is prospering as a result of strong councils working together; where ratepayers, industry and government see the benefits of investing in the CCA model. In short, 'stronger councils, stronger region'.

**Our purpose:** To help councils achieve regional outcomes and maintain strong local government, by working together.

The organisation has three key functions – Regional Economic Development (RED), Natural Resource Management and Strategic Services. The focus of our RED function is on making our region an even better place to work, visit, learn and invest. Increasingly, this shall be achieved through the implementation of Cradle Coast Regional Futures Plan (the Futures Plan).

Developed by the Cradle Coast Authority with and on behalf of the region in 2018, the Futures Plan provides a blueprint for a new, collaborative approach to regional economic development.

**This document must be read in conjunction with the documents “Cradle Coast Regional Futures Plan - Full Version” and the “Cradle Coast Regional Futures Plan at a glance – June 2019”.**

## OBJECTIVES

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The Program Manager is responsible for developing and implementing a work plan which will see the Futures Plan realised, properly established and working effectively. The Futures Plan conceptualises and proposes, three broad areas which need to be refined and delivered by this position:

- A governance framework – a new way of *doing* economic development as a region, centres around a Regional Economic Development Steering Group (REDSG).

- A regional investment framework – a method that the REDSG and others can use to methodically progress ideas, through an assessment process, to a list of regionally significant and investment worthy proposals.
- A range of priority projects which need to be implemented, subject to resource availability.

The CCA is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. The following values are core to everything we do, they are critical in defining our personality:

- **Agile** – We change when we need to and remain effective, we recover and refocus on the task ahead quickly and easily.
- **Collaborative** – contribution is meaningful and recognised, we listen with intent to understand.
- **Optimistic** – we see the best possible outcome and strive for that.
- **Lean** – we will use our resources wisely and keep things simple. If a longer meeting or document won't add value, we'll keep it short.
- **Growth Mindset** – we look for the opportunity to experiment, effort and failure is integral to the learning journey.
- **We take our responsibility as public administration professional seriously.**

We also have permission to play values which provide minimum behavioural standards required to be part of our workforce. These are:

- **Integrity** – we do the right thing even when no one is watching.
- **Honesty** – we keep our promised and take responsibility.
- **Respect** – we show consideration for each other and welcome differences.

## **RESPONSIBILITIES**

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The Program Manager is responsible for developing and implementing a workplan which will see the Futures Plan, including the governance framework, regional investment framework and subject to available resources, priority projects, realised, properly established and working effectively.

Work performed by this position will impact on the effectiveness and efficiency of the CCA. Work will be required to be performed with considerable initiative, judgement, tact and discretion. The role requires professional judgement to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard. Competing priorities are often impacted by non-negotiable deadlines requiring the occupant to manage demands.

Specific responsibilities include but are not limited to:

- Defining and delivering agreed project outcomes on time, within budget and to specified quality standards.
- Managing and ensuring the alignment of outcomes as per funding agreements/grant deeds.
- Liaising, assisting and consulting with stakeholders (Councils, government agencies, industry, private enterprise and the community).

- Preparing reports, analysis, submissions, briefing material and presentations for approval and distribution.
- Representing the CCA and work with government, business and community partners to agree on priorities and achieve identified project outcomes.
- Lead, mentor and upskill other economic development staff.
- Provide support to the REDSG.
- Design and implement a regional investment framework.
- Write funding applications which will support Futures Plan implementation.
- Complete a major review of the Futures Plan prior to the employee's contract end date.
- Manage the successful transition to a permanent governance arrangement which will take effect on or before the employee's contract end date.
- Other duties as directed by the CEO.

## **KEY BEHAVIORAL INDICATORS**

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We are committed to high standards of performance and all employees are responsible for ensuring that behaviour is in line with key behaviour indicators.

- Completes all mandatory training for their role within the required timeframe, including inductions and any other business unit and team specific training.
- Has a clear understanding of role and responsibility and how it contributes to the CCA's Annual Plan and related documents.
- Constructively contributes to conversations about personal and organisational development and performance.
- Is confident in addressing team members' performance when it doesn't meet expectations or CCA values.
- Is inclusive with engaging with team members, communicates regularly and proactively supports others.
- Understands the importance of wellbeing, promotes health and safety and looks out for others.
- Demonstrates professional judgment to ensure conflicting and competing priorities are managed appropriately.
- Is respectful of others, is calm and balanced and takes feedback on board.
- Welcomes opportunities to connect and build relationships.
- Effectively works in a collaborative manner with all concerned parties.
- Attends meetings prepared, on time and listens openly to others' points of view.
- Follows up on actions within agreed timeframes.
- Proactively participates and provides input in discussions.
- Clearly and accurately explains issues, policies, procedures and other pertinent information to clients and co-workers.
- Effectively responds to change and reflects on past mistakes and failures.

- Shows interest in opportunities to increase effectiveness and efficiency.
- Looks for and identifies inefficient or ineffective business practices and takes steps to eliminate or improve them.
- Is proactive in anticipating the needs and wants of stakeholders.
- Adopts innovative methods and approaches.
- Complies with relevant legislation, policies and procedures.
- Maintain client and business confidentiality and privacy.

## **KEY PERFORMANCE INDICATORS**

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- The agreed work plan (refer page 2) is on schedule for successful completion.
- Models best practice and contributes to a positive and supportive workplace culture.
- Professionally and proactively communicates the vision, purpose and objectives of the organisation to external stakeholders and staff.
- Communicates effectively both verbally and in written form, with high level accuracy and attention to detail.
- Works autonomously, prioritises and efficiently multi-tasks in a busy environment to meet business deadlines.

## **DIRECT REPORTS**

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Direct reports for this position may include:

- CCA Regional Economic Development Officers
- Staff seconded to CCA, from member councils and other agencies, to work on regional projects
- A PhD Candidate jointly funded by CCA and Swinburne University
- Others as determined by the CEO

## **ORGANISATIONAL RELATIONSHIPS**

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### **INTERNAL**

- CCA Employees

### **EXTERNAL**

- CCA Employees
- Government representatives and local, state and federal government agencies
- Member councils
- Community associations, networks and industry representatives

The CCA operates in a collaborative and consultative manner, working with integrity, respect and openness when dealing with others and believes that teamwork, effective communication and professionalism are essential in achieving high quality outcomes.

## **JUDGEMENT**

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The occupant will exercise sound decision making and judgement with the majority of matters determined by established policy, procedure or professional knowledge.

## **KNOWLEDGE, SKILLS, AND EXPERIENCE – SELECTION CRITERIA**

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### *Essential*

- a) An understanding of the regional economic development challenges and opportunities facing Tasmania or other relevant regional areas.
- b) Tertiary qualifications in economic development, project management, planning or experience deemed relevant and appropriate.
- c) Minimum of 5 years' experience in project management, including project planning, issue and action identification and resolution, milestone tracking, budget administration and reporting.
- d) Well-developed interpersonal skills, including effective relationship management skills and the ability to work effectively with stakeholders at all levels of the organisation.
- e) Demonstrated networking and facilitation skills and ability to work effectively with, and within, a diverse range of stakeholders.
- f) High level ability to use initiative, apply judgement and balance competing priorities.
- g) Current driver's licence.

### *Desirable*

- a) Prior experience in managing systematic approaches to economic development in a regional area.
- b) Knowledge of Local Government.
- c) Experience working with Boards and/or Committees, including a sound understanding of contemporary governance processes.