

Position Description

Position Title:	Industry Development Manager
Classification:	Full time - 12 month contract
Applications Close:	August 9, 2018
Approved By:	CEO
Base (gross) Salary:	\$100 000 - \$110 000 (+9.5% super)

POSITION PURPOSE AND OBJECTIVES

Developing East Arnhem Limited (DEAL) is working to efficiently deliver its Strategic Plan (2015-2020) through actions that deliver dynamic and diverse approaches to our industry leading work supporting economic development in East Arnhem Land.

Our Strategic Plan is supported by a range of plans, policies and procedures that inform our day to day activities.

Working collaboratively with DEAL's CEO, our Business Support role and other internal and external stakeholders, the Industry Development Manager will play an important role engaging with local business & industry, building stakeholder confidence, delivering on strategic actions that align with our objects and goals as a company, and driving appropriate development for the region.

As an early stage company DEAL continues to develop and refine many of the business processes used to deliver its' operations. The Industry Development position will also continue to implement business improvement activities through their initiatives, recommending and putting in place approved changes that enhance our operations and results.

The Industry Development position is also responsible for managing the DEAL Economic Development Fund, Tourism Action Plan, Fishing and Aquaculture Plan and other industry development initiatives as directed by the CEO.

KEY RESPONSIBILTIES AND DUTIES

Working to deliver on a combination of annual work plan items, project briefs, contractual agreements, written and verbal work instructions, the Industry Development Manager will provide day-to-day 'hands on' coordination and activation across areas including:

- DEAL EDF Grant Funding
- Action Plans and Agreements
- DEAL Housing Projects
- Site Development Initiatives
- Investment Attraction
- Economic Assessments
- Governance Reporting
- Marketing & Communications

Industry Development responsibilities and duties include:

- Identify and facilitate development opportunities at the direction of the CEO, including management of applications to the Economic Development Fund (EDF). This will also include EDF Grant acquittal management and EDF audit reports.
- Develop local industry diversity, sustainability, revenue and jobs through targeted actions identified in the DEAL Strategic Plan, Tourism Action Plan, Fishing and Aquaculture Action Plan, and other organisational documents.
- Develop relationships and a working understanding of local industry through meetings and the provision of industry information that will support business growth and investment.
- Communicate effectively through formal and informal channels, including face-to-face meetings, presentations, and business communications including reports and on-line media posts.
- Maintain accurate records, respect appropriate process, and prepare industry development advice and reporting as required.
- Work in a collaborative and supportive manner with the DEAL team, including delivery of lawful and reasonable tasks that may be assigned from time to time by the CEO.
- Understanding plans, land development and subdivision processes
- Ability to create and manage contracted relationships and partnerships
- Use of structured and approved processes to manage contracts and promote outcomes
- Understanding of tourism and agriculture sectors

WORKING AT DEAL

The Industry Development position requires the following:

- Experience and a passion for economic & business development, including aboriginal business development
- Ability to work to project plans, briefs, verbal and written work instructions, and operating procedures
- Highly organised and responsive approach, with excellent attention to detail, follow up and follow through
- Ability to work in a busy environment, delivering to tight deadlines within budget
- Willingness to learn new things, understand local culture, economic engagement programs, investment, land and industry development in remote locations.
- Political neutrality and emotional intelligence

BACKGROUND AND QUALIFICATIONS

Essential

- Tertiary qualifications in either Business, Commerce or Economics
- Proficiency in use of computers and mobile hardware
- Proficiency in core programs including Microsoft Office365 applications (Mail, Calendar, OneDrive, SharePoint, Outlook, Excel and Word)
- Minimum five years of experience in industry development, business development or similar economic development role of relevant skills and competencies
- Worked in a business and service environment
- High level stakeholder engagement skills and emotional intelligence
- Capacity to adapt and deliver results in a business environment
- Experience negotiating outcomes with business and government
- Relevant qualifications and training
- Current Class C drivers licence

Desirable

- Experience with, in a work environment, online cloud subscription based business software applications for administration, finance or marketing.
- Capacity to deliver accurate reporting using economic modeling software (i.e. idConsulting, IBISWorld)
- Work based experience with Video and telephone conference applications (i.e. Skype, GoToMeeting), MailChimp or Eventbrite, Wordpress
- Social media platforms such as Facebook, Twitter, Instagram.
- Experience living in remote or regional Australia
- Experience working with Aboriginal communities
- Experience with land development processes (i.e. ALRA)

FURTHER INFORMATION

Access to a 3-bedroom house can be negotiated if required.

To APPLY

To apply for this position please send your CV and a one-page cover letter to: ea@developingeastarnhem.com.au



Working at DEAL

ABOUT DEAL

Developing East Arnhem Limited (DEAL) is an independent not-for-profit company that supports sustainable economic development initiatives in East Arnhem Land with a view to enhancing long term economic diversity and opportunity for people across the region.

OUR VISION, MISSION, VALUES AND GOALS

Vision

East Arnhem Land is a self-sustaining, resilient and prosperous region renowned for its dynamic economic opportunities, strong cultural heritage, creative community, and spectacular natural settings.

Mission

DEAL works to improve sustainable economic development in East Arnhem Land by supporting a strong, sustainable, diverse business and industry environment.

Values

DEAL values are:

- Respect
- Collaboration
- Diversity
- Integrity
- Innovation and Quality Results

Goals

DEAL's goals are to:

1. Promote East Arnhem Land as a business and visitor destination
2. Support growth through advocacy and planning, particularly for Indigenous enterprise
3. Connect business owners to industry and financial support
4. Maintain a high standard of governance

DEAL acknowledges the Yolŋu people

DEAL acknowledges the Traditional Owners of East Arnhem Land, the Yolŋu people, and the opportunity to walk side-by side toward appropriate and sustainable economic development opportunities for the region.