



An Australian Government Initiative



Regional
Development
Australia
NORTHERN INLAND

Position Description

Local Connector

July 2024

Positions

- Local Connector (Armidale based)
Servicing Armidale Regional and Uralla Shire Local Government Areas
- Local Connector (Tamworth based)
Servicing Tamworth Regional Local Government Area

Status

- Full-time at 37.5 Hours per week, flexible working conditions
- 2-year contract with potential for extension
- \$95,687 per annum plus super guarantee
- Motor vehicle usage reimbursement at the applicable ATO rate
- Annual, personal and other leave as per the National Employment Standards

Reporting

- Directly reports to the Executive Director

About Us

RDANI is an Australian Government funded not-for-profit organisation based in Armidale that supports economic growth and regional development across the Northern Inland region through innovative and proactive initiatives.

We are a small team that is passionate about delivering high-quality outcomes for the communities in our region.

We care about our team and strive to ensure a work life balance that motivates and inspires great outcomes and supports you to achieve your goals.

About The Role

This is a highly rewarding and unique opportunity to help shape the future of our region. As a Local Connector, you will provide a community concierge service for new NSW Government employees, their partners and families moving to the region. This role would suit a sociable, creative, empathetic, organised person with great knowledge of their community. You will support key workers, their partners and families to move and settle into their new community and make them feel welcome by facilitating new and positive social connections.

In addition to knowledge of your local communities and regional life experiences, desirable attributes include effective communication, the ability to work flexibly, collaboratively and creatively, solve problems, plan and prioritise and be customer-service orientated. As part of the role, you must be able to work flexibly and be available to work outside normal business hours and on some weekends to meet the needs and conveniences of key workers. You will work as part of a network of Local Connectors across NSW and collaborate with key stakeholders, community groups and other parties to enhance key employee attraction, recruitment and retention.

We are seeking two local connectors, one based in Armidale for Armidale Regional and Uralla Shire Local Government Areas and another in Tamworth for the Tamworth Regional Local Government Area. Both Local Connectors are full-time roles (37.5 hours per week) for an initial 2-year contract, with the potential to extend the position depending on the outcomes and continued funding of the program.

Key Responsibilities

This role directly reports to the Executive Director of RDANI through the provision of a broad range of activities:

- Manage, facilitate and implement the key worker concierge project through stakeholder engagement, events, communications and one on one client support.
- Develop trusted relationships with clients to ascertain their needs and find solutions to improve their regional community assimilation.
- Manage the project, allocated budget, and reporting.
- Manage, facilitate and report on program progress
- Measure, monitor, evaluate and report on metrics, outcomes and impacts.
- Develop and grow stakeholder relationships, contacts, collaborators and partners.
- Consult effectively with regional stakeholders to identify key worker challenges, barriers, opportunities and solutions.
- Devise and implement solutions-focussed deliverables to improve the program outcomes and impacts.
- Prepare information on the project for internal and external communications including website, newsletter, social media, media releases and reports.
- Manage and monitor data base contacts, communications and program resources.
- Other duties as directed by the Executive Director.

Required Skills

- Demonstrated strong and creative communication skills that enable you to effectively communicate with people from diverse backgrounds and all walks of life.
- Demonstrated skills working with digital technology, social media tools and platforms.
- High level project management, monitoring, reporting and evaluation skills.
- Ability to connect easily with various internal and external stakeholders.
- Outgoing, enjoy talking to people and find value in helping others.
- Current Drivers licence and a reliable vehicle (Travel reimbursement on offer)
- Strong understanding of the Northern Inland region
- NSW Working with Children Check

Desired Skills

- Experience in a client facing role.
- Knowledge and understanding of the challenges moving to an unfamiliar environment poses.

We Are Looking For

- An individual that is dedicated, passionate and enthusiastic about creating opportunities for the sustainable growth of Northern Inland NSW
- You are hardworking, conscientious and reliable.
- You have strong, broad and imbedded connections throughout the area for which you are applying.
- You have exceptional organisational capabilities and high attention to detail.
- You are empathetic, caring, know how to listen and think creatively to find solutions.
- You have a passion for people, build rapport quickly and enjoy helping them feel supported.
- You work well autonomously, enjoy a small team environment, and appreciate colleagues who care.
- You have excellent time management skills and enjoy the challenge of juggling several competing deadlines.

How To Apply

Applications should be directed to the Executive Director, RDA Northern Inland and include your CV and a cover letter outlining how you meet the required skills, desired skills and what we are looking for criteria. Please indicate which role you are applying for (Armidale or Tamworth) and include two recent contactable work referees.

Applications close 12-noon, Monday the 19th of August 2024 and should be emailed to rdani@rdani.org.au