

POSITION TITLE	Manager, Program Delivery
PRIMARY LOCATION	Mount Gambier
REPORTS TO	CEO
HOURS	Full Time
TENURE	Ongoing (subject to funding)
SALARY	\$105,607 plus superannuation and provision of a vehicle for business purposes and reasonable personal use.
SPECIAL CONDITIONS	Some out-of-hours work and regional travel required. Some interstate travel may be required. Current Driver's Licence is essential.

OUR ORGANISATION

Regional Development Australia Limestone Coast (RDALC) is funded by Australian, State and Local Government for place-based solutions to regional economic issues. With three main areas of focus:

- We support businesses where they're at – geographically and in their business journey
- We encourage investment – through partnerships, grants and infrastructure
- We grow the leaders of tomorrow – giving local people the skills they need to lead in the community

RDALC Board Members are local leaders developing local solutions to local issues. The RDALC Team is small, dedicated and high performing, working collaboratively to deliver on our Strategic Plan.

POSITION SUMMARY

The Manager, Program Delivery oversees the execution and coordination of projects, consistent with the strategic direction of the organisation, ensuring that they are completed efficiently, on time, and within budget. Leading a small team of Project Coordinators, the role fosters staff growth, development and wellbeing, with a hands-on approach to the delivery of outcomes.

Delivery may include providing support for grants, advocating for infrastructure and connecting investors to government. Projects range from business support to workforce development, leadership programs and regional resilience.

The Manager, Program Delivery must contribute to growing the positive reputation of Regional Development Australia Limestone Coast. This includes being responsive to internal and external stakeholders, delivering agreed outcomes and developing ideas for future funding. A commitment to continuous improvement is expected, with the ability to systemise and document processes. The successful applicant must be able to challenge existing thinking, but accept decisions and direction.

An experienced project manager who is able to build and maintain networks, and collaborate to deliver the best possible outcomes for the Limestone Coast.

PRIMARY ACCOUNTABILITIES AND OUTCOMES	
Accountability	Duties
Program Management	<ul style="list-style-type: none"> • Ensure the execution and coordination of projects in alignment with the strategic direction of the organisation. • Ensure projects are completed efficiently, on time, and within budget, taking on the delivery role as needed. • Develop innovative ideas for securing future funding opportunities to support regional and organisational objectives. • Prepare high quality reports for the Board, funding partners and other stakeholders.
People Management	<ul style="list-style-type: none"> • Day-to-day management of a small team fostering trust, respect and high performance. • Provide mentorship, training, and support to enhance the capabilities of the team, in line with policies and procedures. • Active and positive participation in Leadership Team to contribute to the wellbeing of all staff.
Partnership Management	<ul style="list-style-type: none"> • Actively engage and work collaboratively with key stakeholders, including industry bodies, Australian, State and Local Government, and regional business associations. • Advocate for regional issues, including research and preparation of reports and advice.

TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)	
Essential	<ul style="list-style-type: none"> • High level written and oral communication skills • Exceptional people skills, with ability to lead a small team • Experience in managing and delivering multiple projects concurrently • Demonstrated ability to use initiative and exercise sound judgement, political nous, seeking direction as appropriate to the level of the position • Ability to engage and work collaboratively with stakeholders
Desirable	<ul style="list-style-type: none"> • Experience in business, business support, and/or workforce development • Experience in advocating for infrastructure and/or investment • Existing networks across the Limestone Coast and/or all three levels of government • Relevant qualifications

PERSONAL QUALITIES	
Quality	Behaviours
Relationship Management	<ul style="list-style-type: none"> • Develops and maintains effective working relationships and networks • Identifies opportunities to negotiate for improved outcomes • Deals with conflict effectively and escalates when appropriate • Shares information and knowledge as appropriate • Collaborates with others to achieve results
Professional Approach	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Remains positive and recovers quickly from setbacks • Maintains professionalism and confidentiality • Constructively expresses own views and respects the views of others

Results Oriented	<ul style="list-style-type: none"> • Takes responsibility and meets expectations for the delivery of quality and timely results • Uses initiative and acts on opportunities for continuous improvement appropriate to the position • Develops and agrees KPIs, with regular reports on progress
Strategic Focus	<ul style="list-style-type: none"> • Considers the broader political environment and context when making recommendations or decisions • Understands, supports, and contributes to strategic direction and plans • Communicates plans in practical terms to others • Contributes positively to the drive for change and innovation

KEY RELATIONSHIPS	
Direct Reports	4 Project Coordinators and a Communications Officer
Other	<ul style="list-style-type: none"> • CEO • Board Members and staff • Business, industry, and community groups within the region • Limestone Coast Local Government Association • Regional Councils • Relevant Federal and State Government Agencies • Residents of the region • RDA organisations both in South Australia and nationally