



An Australian Government Initiative



NORTHERN RIVERS

Position Description

Job title	Regional Engagement Officer
Tenure	Part time contract until XX XXXX 2027.
Reports to	Chief Executive Officer
Location	Northern Rivers NSW -Clarence Valley
Positions reporting to this position	N/A
Other positions that may report to this position in the future	N/A

About RDA Northern Rivers

Regional Development Australia Northern Rivers (RDA Northern Rivers) is a regional leadership organisation that works across government, business and community sectors to support economic development, workforce growth, investment attraction and regional resilience throughout the Northern Rivers region.

RDA Northern Rivers plays a key role in connecting local communities with opportunities, programs and partnerships that strengthen the region's long term economic and social outcomes.

Purpose of the Position

The Regional Engagement Officer position is designed to increase RDA Northern Rivers' regional presence and engagement capability across the broader Northern Rivers footprint.

The position will provide on the ground support to stakeholders, strengthen regional relationships, support delivery of programs and initiatives, and improve regional intelligence gathering and community engagement.

Key Responsibilities

The Regional Engagement Officer will:

- Conduct regular face-to-face engagement with businesses, councils, government agencies, industry organisations and community groups to maintain a strong and visible RDA Northern Rivers presence across the region.
- Build and maintain productive stakeholder relationships, representing RDA Northern Rivers at strategic meetings, industry forums, workshops, networking events and community activities.
- Identify emerging regional issues, opportunities and investment prospects through on-the-ground engagement, providing timely intelligence and advice to the Director of Regional Development.
- Support the delivery of regional projects, workforce attraction initiatives, programs and events through effective stakeholder collaboration and local engagement.
- Gather and analyse community feedback, regional intelligence and stakeholder insights to inform organisational priorities, reporting and decision making.
- Contribute to a collaborative organisational culture while supporting communications, reporting and administrative activities that enable the effective delivery of RDA Northern Rivers' strategic objectives.

Migration and Visa Processing Focus

Regional Engagement Officer position will have dedicated responsibility for migration and skilled visa support activities, including:

- Processing and coordinating Subclass 494 visa activities
- Supporting employers and skilled migrants through the application process
- Liaising with migration stakeholders and government agencies
- Managing compliance and documentation requirements associated with visa processing
- Assisting with migration-related enquiries and stakeholder support

This dedicated focus is intended to provide greater operational clarity and continuity in migration related services.

Selection Criteria

Essential:

- Strong interpersonal and stakeholder engagement skills
- Demonstrated ability to build relationships across business, government and community sectors
- Excellent written and verbal communication skills
- Strong organisational and administrative skills
- Ability to work independently across a geographically dispersed region
- Experience coordinating projects, programs or community initiatives
- High level of professionalism, discretion and attention to detail
- Current driver's licence and willingness to travel throughout the Northern Rivers region

Desirable:

- Experience in regional development, community engagement, workforce development or local government
- Experience in migration support, visa processing or compliance activities
- Knowledge of the Northern Rivers region and its economic and community landscape

Key Attributes

The successful applicants will demonstrate:

- Extensive travel throughout the Northern Rivers region is an inherent requirement of this position. The successful applicant will be expected to undertake regular face to face stakeholder meetings, attend regional events, workshops and forums, and maintain a strong on the ground presence across their allocated local government areas.
- Initiative and self-motivation
- Strong community and stakeholder engagement capability
- Adaptability and flexibility
- A collaborative and team-oriented approach
- Commitment to supporting regional communities and economic development

Conditions of Employment

- Part time position
- Flexible work arrangements may be available
- Travel throughout the Northern Rivers region will be required
- Employment will be subject to relevant background and reference checks