



An Australian Government Initiative



Regional  
Development  
Australia

**BRISBANE**

# Chief Executive Officer (CEO)

## How to Apply

**November 2025**

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Please send the following documents to [admin@rdabrisbane.org.au](mailto:admin@rdabrisbane.org.au).

- Covering letter stating your appropriateness for the role and anticipated salary range
- Your resume
- Contact details for two referees

Applications close at 5pm on 28 November 2025. No further applications will be received after this time.

All enquiries to [admin@rdabrisbane.org.au](mailto:admin@rdabrisbane.org.au).

# Position Description –Chief Executive Officer (CEO)

## JOB IDENTIFICATION

Job title	Chief Executive Officer (CEO)
<b>Tenure</b>	Full time position with requirement to travel and work after hours, with consideration given to a 4-day work week
<b>Reports to</b>	Chair, RDA Brisbane
<b>Positions reporting to this position</b>	All staff
<b>Other positions that may report to this position in the future</b>	Other key roles as established by RDA Brisbane

## SUMMARY OF KEY PURPOSE

Reporting to the Chair, the CEO position plays a key role in supporting economic development opportunities across the Queensland RDA network. The role is also responsible for the successful operations of the RDA Brisbane entity.

As the CEO you will be accountable to the RDA Brisbane Board for the successful achievement of the organisation's strategic objectives. You will also be accountable to:

- The Queensland RDAs – for supporting them in delivering outcomes that meet their regional needs
- The funding provider (Commonwealth Government) – for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible
- RDA Brisbane Board – for providing a safe and healthy workplace and implementing the Board's agreed strategy
- The RDA Network across Australia, including working with Capital City RDA counterparts to promote national regional issues.

The CEO will be responsible for:

- Supporting the RDA Brisbane Board to meet the requirements of the RDA charter
- Delivering the outcomes and meeting the reporting requirements and performance measures specified in the RDA Funding Agreement and any other agreements the RDA Brisbane Board has with funding partners and 3<sup>rd</sup> party contracts
- The overall sound operational and financial governance of the organisation

## KEY ACCOUNTABILITIES

- Connecting stakeholders and facilitating opportunities
- Identifying needs and facilitating strategic planning
- Advising Government
- Board governance
- Management
- Business development
- Organisational compliance

## KEY DUTIES AND RESPONSIBILITIES

The CEO is responsible for the day-to-day management and administration of the organisation and the implementation of the RDA Brisbane Board's strategy for supporting the Queensland RDAs.

### Strategic Development and Thought Leadership

- Lead strategic development in partnership with the RDA Brisbane Board, translating regional insights into actionable initiatives and positioning the organisation at the forefront of regional economic development policy and practice across Queensland

### Complex Multi-Stakeholder Engagement

- Navigate and facilitate productive engagement across a complex stakeholder ecosystem comprising federal and state government agencies, local councils, industry bodies and regional organisations during a period of significant structural change, building consensus and driving collective action across divergent interests whilst maintaining focus on shared regional outcomes

### Connect stakeholders and facilitate opportunities

- Facilitate the connection of government and business with the Queensland regions to assist their economic development priorities.
- Coordinate the progression of common issues with the Queensland regions in relation to government policy as well as providing support on administration and compliance across the State, building a collegiate atmosphere among the Queensland RDAs
- Work with Capital City RDA counterparts to progress common national regional issues in relation to government policy as well as providing support on administration and compliance issues. Bring together key stakeholders to drive change by identifying key gaps and shortages hampering growth in the Queensland regions.
- Develop, support and lead capacity building initiatives for the regions..
- Facilitate the connection of regional businesses and industry sectors with international trade partners and be an ongoing point of contact for advice.
- Engage with regional entrepreneurs and emerging business leaders to create business forums and support networks to exchange ideas which lead to opportunities for job creation and growth in the Queensland regions.

- Promote the activities of the Queensland regions to all governments, industry, business and community sectors to highlight competitive advantages and encourage decentralisation and relocation opportunities.
- Understand and disseminate information to regional stakeholders about Australian Government policies and programs, particularly those relating to economic development.
- Facilitate access to Australian Government grant programs.
- Conduct media interviews as required.

## Identify needs and facilitate strategic planning

- Identify the key issues impacting the Queensland regions and provide research, support and connections to the Queensland RDAs to facilitate solutions or policy changes
- Communicate effectively with governments, business and regional communities, via the Queensland RDAs, to develop strategies to address service gaps to improve the liveability, viability and prosperity of regions.
- Provide linkages to up-to-date and contemporary information on best practice regional development initiatives and support the Queensland RDAs and other regional leaders to develop tailored local economic development strategies.

## Advise Government

- Provide evidence-based advice to governments on critical issues negatively affecting the Queensland regions, or emerging or current opportunities that can be harnessed with strategic intervention.

## Board governance

- Managing the day-to-day affairs of the RDA Brisbane Board and its personnel in a manner consistent with the Better Practice Guide, the Annual Business Plan and Budget, the Funding Agreement, and its Rules of Incorporation
- Developing the Annual Business Plan and Budget; Annual Report on Outcomes and Annual Audited Accounts; Communications Strategy; and associated management delivery strategies.

## Management

- Providing management advice and support to the RDA Brisbane Board consistent with the Funding Agreement and the Better Practice Guide, including:
  - Keeping the Board informed of the status and progress of its business.
  - Undertaking the accountable and transparent management of RDA Brisbane funds under the oversight of the Chair
  - Ensuring that all RDA Brisbane reporting and compliance requirements are met.
  - Ensuring that RDA Brisbane operates in accordance with all applicable state incorporation legislation.
  - Ensuring that RDA Brisbane meets its obligations under the Funding Agreement
  - Implementing office policies and procedures
  - Leading and developing RDA Brisbane personnel (where agreed by the Board) and being involved in the recruitment of staff
  - Implementing decisions and activities as determined by the RDA Brisbane Chair or Board.

## Organisational compliance

- Ensuring RDA Brisbane is compliant across reporting, financial compliance, work health and safety, human resources and risk management
- Managing organisational work schedule to ensure effective and timely delivery of tasks
- Working with staff (where relevant) to ensure efficient organisational performance

## Business development

- Maintaining existing business contracts and generating new business including:
  - Ensuring existing client contracts are delivered in an appropriate and timely manner.
  - Generating new business and revenue streams
  - Staying abreast of industry trends
  - Refining existing commercial activities and developing new products/services
  - Applying for appropriate tenders and grants to contribute to the financial sustainability of the organisation.

## Project delivery and reporting

- Delivering key projects
- Reporting on key projects