INDIAN OCEAN TERRITORIES REGIONAL DEVELOPMENT ORGANISATION

POSITION DESCRIPTION

REGIONAL INVESTMENT OFFICER – INDIAN OCEAN TERRITORIES

1. JOB IDENTIFICATION

Job Title	Regional Investment Officer
Employer	Indian Ocean Territories Regional Development Organisation
Tenure	Two year full time contract position
Location	Based on Christmas Island with regular travel to the Cocos (Keeling) Islands
Reports to	Administrator of Christmas Island and the Cocos (Keeling) Islands in her role as Chair of the Indian Ocean Territories Regional Development Organisation

2. BACKGROUND

The Indian Ocean Territories Regional Development Organisation Inc. (IOT RDO) is an incorporated association that supports local economic development, assesses applications for grant funding from the IOT Community Development Program and works with potential investors to highlight opportunities in the Indian Ocean Territories (IOT) which comprises Christmas Island (CI) and the Cocos (Keeling) Islands (CKI).

This role has been recently expanded to include delivery of the Regional Development Australia (RDA) program. RDA is a national network of committees made up of local leaders who work with all levels of government, business and community groups to support the economic development of their regions. The IOT RDO will work closely with fellow RDA committees, all levels of Government and the private sector to deliver the RDA charter.

The IOT RDO is chaired by the Administrator of CI and CKI and includes a membership of an equal number of one Shire and three community representatives from each of the two territories. The registered office of the IOT RDO is the Administrator's office on CI.

3. WHO WE ARE LOOKING FOR

A new full-time contract position of Regional Investment Officer (RIO) in the IOT, based on CI with regular travel to the CKI, is now available.

The initial focus of the RIO will be to:
- increase internal and external investment in the IOT, leading to industry specialisation (and if appropriate, diversification), new business opportunities and increased employment;
- increase economic growth, including through establishing new business networks and associations and improving the effectiveness of existing business networks; and
- support the IOT communities to develop successful grant applications for projects that will drive economic development and investment in the IOT.

As the regional development capacity and capability of local leaders develops, the RIO will move to a more facilitative role which will have greater emphasis on connecting investors with entrepreneurs and business leaders to drive innovation and create jobs and growth.

The RIO shall deliver the following outputs:
- undertake economic development capacity building where appropriate amongst key stakeholders;
- identify economic development opportunities that leverage private and public sector investment in the IOT;
- connect the IOT with industry sectors, international trade partners, financial markets, regional entrepreneurs and business leaders to attract investors to explore new opportunities to grow local jobs in the IOT;
- develop and maintain positive working relationships in the IOT with all levels of Government, industry, community and other regional stakeholders;
- promote and disseminate information on Australian Government policies and grant programs and support community stakeholders in the IOT to develop project proposals to access funding;
- provide evidence-based advice to the Commonwealth on critical regional development issues;
- provide information on regional activities and competitive advantages to all levels of government, industry, business and community sectors;
- assist with the preparation of IOT RDO submissions to Parliamentary Committee inquiries that relate to the economic development of the IOT; and
- provide secretariat support for the IOT RDO (e.g. preparing agendas and meeting papers, taking minutes, ensuring community organisation governance compliance).
- support the formulation, funding and implementation of the new CI and CKI strategic plans which are being managed by the IOT RDO.

The role will be responsible for delivering the outputs referred to above. The RIO will be a highly motivated individual with relevant skills and experience in economic development and investment promotion; partnership-building and resource mobilisation; research, analysis and advice; communication; corporate governance; and planning and reporting. This will require the RIO to multi-task and exercise sound judgement in balancing competing priorities.

The RIO will work closely with the Administrator of CI and CKI in her role as the Chair of the IOT RDO, the IOT RDO, the Office of the Administrator team, the Department of Infrastructure, Regional Development and Cities (DIRDC), the Shires of CI and the CKI, and local community and business stakeholders.

4. PRIMARY RESPONSIBILITIES AND DELIVERABLES

Responsibilities	Deliverables
Economic development	- Identify economic development opportunities that leverage private and public sector investment in the IOT. - Assist businesses in the IOT to increase investment, employment and trade. - Support initiatives to grow social capital and workforce capability and participation in the IOT
Partnership-building	- Connect investors with the IOT. - Connect businesses in the IOT with business support, investment and growth programs. - Develop and maintain collaborative working partnerships with all levels of government, business, the community and other stakeholders to support economic development in the IOT.

Resource mobilisation	- Assist in the delivery of Australian Government programs in the IOT. - Promote and disseminate information in the IOT on government policies and grant programs. - Maximise IOT stakeholder access to government programs and grants. - Build the capacity of IOT stakeholders to develop project proposals to access funding from government and non-government sources.
Research, Analysis & Advice	- Conduct analysis of investment opportunities in the IOT. - Conduct analysis of IOT, Australian and foreign investors. - Compile and analyse IOT investment, trade and employment statistics. - Provide evidence-based advice to the IOT RDO and the Australian Government on IOT development issues. - Provide information on the IOT investment environment to all levels of government and the industry, business and community sectors. - Prepare submissions to government and parliamentary inquiries.
Communication	- Develop a communication strategy for investment promotion in the IOT. - Produce reports and newsletters. - Actively participate in meetings and conferences. - Prepare media releases and community bulletins. - Maintain the IOT RDO's social media profile. - Manage content on the IOT RDO's website. - Engage with the print and electronic media in the IOT, the rest of Australia and the region. - Develop branding for the IOT and the IOT RDO. - Promote and update the investment prospectus developed by the DIRDC to generate investor interest in the IOT.
Corporate Governance	- Perform the secretariat function for the IOT RDO which includes preparing meeting papers and taking minutes. - Ensure compliance with the IOT RDO's constitution and corporate governance requirements. - Engage with the members of the IOT RDO. - Support the IOT RDO's participation in the RDA network. - Liaise with the RDA Branch in the DIRDC. - Facilitate the delivery of the RDA program in the IOT.
Planning & Reporting	- Formulate the IOT RDO Annual Work Plan/Business Plan and contribute to its implementation. - Prepare the IOT RDO Annual Report. - Comply with reporting requirements under the grant agreement with the DIRDC in cooperation with the IOT RDO's Treasurer. - Support the formulation, funding and implementation of the new strategic plans for CI and CKI being coordinated by the IOT RDO.

5. SELECTION CRITERIA

Essential criteria:
- At least 5 years' experience in an economic development and/or investment promotion role.
- Relevant tertiary qualifications, particularly in business administration or economics.
- Demonstrated achievements in regional economic development and investment promotion.
- Excellent partnership-building, resource mobilisation and capacity-building skills.
- Strong research, analytical and advisory skills.
- Excellent communication skills with a broad range of stakeholders across different media.
- Experience with corporate governance.
- Ability to plan, implement and report on strategies and workplans.
- Ability to meet Key Performance Indicators
- Proficiency in Microsoft Office Suite
- Australian Driver's Licence.
- Australian citizenship or permanent residency.

Desirable criteria:
- Experience of working in regional Australia, particularly in remote communities.
- Familiarity with the Australian Government's RDA program.
- Proficiency in one or more foreign languages, particularly Asian languages, would be an asset.

6. CONTRACT & WORKING ARRANGEMENTS

The RIO is a full-time contract position employed by the IOT RDO. The successful applicant will be offered a two-year contract and a competitive remuneration package. Relocation support will also be provided if the successful applicant does not already reside on CI. The RIO will report to the Administrator of CI and CKI in her role as Chair of the IOT RDO and will work with other staff in the Administrator's office. The IOT RDO office is located in the Administrator's office on CI.

The RIO is expected to work a 37.5 hour five day working week equating to 7.5 hours each day. The expected hours of work are 8.30 a.m. - 5.00 p.m.. However, work may be required beyond these hours and on weekends. This is taken into account within the IOT RDO's flexible work policy. The RIO position is based on CI with travel to CKI. The RIO must predominantly work within the IOT and reside on CI.

7. APPLICATIONS

Applicants may be required to pass pre-engagement health, police and security checks. Applicants should have experience in living, or a desire to live in, a remote tropical environment and an appreciation of cultural diversity. **Applications for this opportunity close at 5.00 p.m. (Eastern Standard Time)/2.00 p.m. (CI time) on Friday, 3 August**. Late applications will not be accepted.

Please submit the following to apply for the position to **david.eizenberg@infrastructure.gov.au** mailto:iotadministrator@infrastructure.gov.au before the closing date;
- Covering letter.
- A two-page response to the selection criteria outlining how your background, capabilities and experience align with the RIO role.
- An up-to-date resume including contact details, to a maximum of three pages.
- Contact details of at least two referees who can provide current advice on skills and performance.

Any questions about the position and/or application process can be made to David Eizenberg, Executive Officer to the Administrator of Christmas Island and the Cocos (Keeling) Islands at (08) 9164-7959, 0413 466 239 or david.eizenberg@infrastructure.gov.au

About the Indian Ocean Territories

Christmas Island

Christmas Island is located in the Indian Ocean approximately 490 kilometres south of Jakarta and 2,605 kilometres north-west of Perth. Christmas Island is a 4-hour flight from Perth and 1.5 hours from Jakarta. It is 3 hours behind Australian Eastern Standard Time and 4 hours behind Australian Eastern Daylight Time.

Environment
The island experiences a tropical equatorial climate with wet (from November to April) and dry seasons. The maximum temperature varies between 26 and 28 degrees Celsius across the year, and relative humidity is constant at between 80 and 85 per cent.

With an area of 135 kilometres, Christmas Island is the summit of a submarine mountain. It rises steeply to a central plateau of 361 metres and is dominated by rainforest. The 80 kilometre coastline is an almost continuous sea cliff ranging up to 20 metres high. The island is surrounded by a coral reef and there is virtually no coastal shelf.

The Christmas Island National Park, administered by Parks Australia, covers 63 per cent of the island. Many species of rare flora and fauna are located on the island, including the Christmas Island Red Crab, Christmas Island Frigate Bird and Abbott's Booby.

Demography
The local population of Christmas Island is generally about 1,400. The most common ethnicities of residents are Chinese, Anglo-European and Malay. A number of religions are practised on the island, including Buddhism, Taoism, Christianity and Islam. The island has a number of temples, mosques and churches.

Economy
The main economic activities on Christmas Island are low-grade phosphate mining, limited tourism and the provision of government services. The Christmas Island economy will undergo a transformation in the coming years, with the move of the Immigration Detention Centre into contingency in mid-2018, and questions about the long-term supply of phosphate.

Health and Education Services
The Indian Ocean Territories Health Service operates a 24-hour eight-bed hospital on Christmas Island, providing a range of health services.

The Christmas Island District High School offers the WA education curriculum to students in Kindergarten to Year 12. Traineeships, apprenticeships and short courses are offered through the Indian Ocean Group Training Association.

Transport
Virgin Airlines flies between Perth, Christmas Island and the Cocos (Keeling) Islands twice per week. An air freighter flies the same route once a fortnight. A shipping service delivering food, consumer goods, fuel, plant and machinery, visits the Indian Ocean Territories every four to six weeks.

Cocos (Keeling) Islands

The Cocos (Keeling) Islands are located in the Indian Ocean, approximately 2,936 kilometres north-west of Perth and 1,270km west-southwest of Jakarta, Indonesia.

The Cocos (Keeling) Islands are a 3.5 hour to 4-hour flight from Perth (direct). They are 3.5 hours behind Australian Eastern Standard Time and 4.5 hours behind Australian Eastern Daylight Time.

Environment
The climate is tropical with high humidity. Temperatures range from 20 to 30 degrees Celsius, and average rainfall is 2,000 millimetres per annum, falling mainly from January to August. The south-east trade winds blow most of the year, producing pleasant weather conditions.

There are 27 coral islands in the Cocos (Keeling) Islands group, with a total land area of approximately 14km^2. Apart from North Keeling Island, 30 kilometres from the main group, the islands form a horseshoe-shaped atoll surrounding a lagoon.

North Keeling Island is a National Park and is administered by Parks Australia. Wildlife consists mainly of seabirds, such as frigates, boobies and mutton birds, which are restricted to the uninhabited islands, especially North Keeling Island. Land crabs are common on all of the islands.

Demography and culture
Two islands - Home Island and West Island - are permanently inhabited. The social and cultural profile of these two islands is quite distinct, although residents mix freely. There is a regular ferry service between the two islands.

The population of Home Island is approximately 400. Home Islanders are predominantly Malay, speak a local variant of Malay known as Cocos Malay, follow the Islamic faith, and tend to lead a traditional lifestyle in accordance with their religion and customs.

There are approximately 140 people on West Island. Most are Anglo-European from mainland Australia, many of whom are the employees of Government agencies and their families.

Economy
Economic activity on Cocos (Keeling) Islands is limited, with the majority of employment in the public sector. The tourism industry on Cocos (Keeling) Islands is modest.

Health and Education
The Indian Ocean Territories Health Service operates clinics on Home and West Islands which provide a range of services.

The Cocos Island District High School offers the WA education curriculum from Kindergarten to Year 7 at the Home Island campus and from Kindergarten to Year 10 at the West Island campus. Students in Year 11 and 12 attend school on the mainland.