

## QRTN Secretariat - Terms of Reference

### **Background:**

The 13 Regional Tourism Organisations (RTOs) throughout Queensland collaborate on a range of strategic issues effecting tourism in our State, through the Queensland Regional Tourism Network (QRTN). The QRTN appoints a four (4) person Executive to guide the network and lead identified priority projects, including the Chair, Deputy Chair and two elected representatives.

The QRTN (the Network) meets at least six (6) times per annum and leads a number of strategic projects to provide leadership and guidance to the industry, government and key partners in a number of strategy areas each year.

The Network is seeking the services of a suitably qualified organisation or individual to assist in the development of policy and strategic initiatives as well as encouraging greater coordination and collaboration across the network of the 13 tourism regions of Queensland.

### **Terms of Reference:**

The QRTN is seeking to enter into an annual agreement to appoint the QRTN Secretariat for the equivalent of three-days per month. A more detailed Position Description is included in Appendix A.

The agreed core functions of the role are:

- Provide secretariat services for QRTN and support the Chairperson and Executive;
- Meaningful input to support advocacy for the industry;
- A coordinated process and program or project deliverables;
- A sharp focus across the range of QRTN activities to ensure a proactive RTO network - assisting in the communication to ensure full RTO inclusion in agreed activities;
- Supporting the QRTN in the collation and reporting of the ASPIRE benchmarking data;
- The creation of a more coordinated and effective RTO interface and communications conduit to partners including Queensland Tourism Industry Council (QTIC), the Department of Tourism, Innovation and Sport (DTIS) and Tourism & Events Queensland (TEQ); and
- Seeking to find better ways for the RTOs to align their efforts and find economies of scale.

Each year the QRTN and its partners (QTIC, TEQ and Local Government Association of Queensland) identify a list of priority projects. Through agreement with the Executive, the Secretariat will identify a number of projects that it can lead, in partnership with the Executive.

Key Network opportunities for QRTN Secretariat assistance: :

- Joint purchasing opportunities;
- More active linkages on State and Regional policy work and regional priorities;
- Greater engagement with other RTOs nationally and where-possible benchmarking the QRTN results and activities to other regions / States; and
- Identifying and securing alternative funding sources for regional tourism, including special grants for identified priorities.

**Performance Review and Reporting:**

The QRTN Executive will work with the appointed Secretariat to establish and manage the contractual agreement and monitor performance against agreed outputs. The appointed Secretariat shall report directly to QRTN Chair on a day-to-day basis and with identified project leads as required. A quarterly meeting of the QRTN Chair and the appointed Secretariat shall be conducted to ensure the agreed priority program of the QRTN is being progressed. An annual review of performance shall be conducted by the QRTN Executive.

**Proposal & Budget:**

The 13 RTOs will contribute \$31,500 (ex GST) per annum, based on an agreed apportionment. This will be paid as an annual fee, on agreed intervals, once the role, responsibilities and priority projects are agreed (before June each year).

Please provide a proposal including previous experience, qualifications, any potential conflicts of interest and an annual budget.

***Applications close at 5pm on Wednesday November 16<sup>th</sup>, 2022. Submit your proposal to the Chair, Mark Olsen, ceo@ttnq.org.au or call 0418 773 806 if you have any questions.***

## **Appendix A: Position Description QRTN Secretariat**

### **Primary Roles**

- Provide management / secretariat services for QRTN and support the Chairperson and Executive:
  - Arrange meeting dates and venues
  - Prepare and distribute Agendas
- Attend meetings and prepare Minutes registering all decisions / resolutions and actions:
  - Action any allocated tasks including coordinating other parties
  - Facilitation of RTO sub-committees/working groups to progress agreed priorities between QRTN Meetings
- Act as a Communications "Hub" for QRTN and develop and maintain a priorities agenda for QRTN (e.g. QRTN currently uses Google Drive).
- Maintain a record of all resource allocations & time utilized for the position.
- Coordinate and facilitate policy positions and response/feedback mechanisms from QRTN to 'whole of RTO' issues.

### **Secondary Roles**

- Identify opportunities for administrative and operational collaboration across RTO network.
- Identify grant funding opportunities if and where they might be relevant to the combined needs of the RTOs.
- Coordination of the QRTN's annual reporting under the ASPIRE program.
- Follow-up/Sign Offs and Approvals from RTOs on key strategic issues/advocacy.

### ***Essential Professional Requirements***

- High level of communication and negotiation skills.
- Experience in undertaking strategic planning, project management and implementation.
- Ability to work on own initiative, prioritising and managing projects in consultation with senior management, meeting performance measurements.
- Computer literacy including the Microsoft Office suite of applications.

### ***Desirable Professional Requirements***

- Tertiary Qualifications in Tourism, Marketing or Business.
- A minimum of 3 years' experience in a similar role in tourism or business.
- A thorough knowledge of the Queensland tourism industry.
- Experience in a membership-based organisations.