

POSITION DESCRIPTION

Head of Community and Regional Development

Date:	21 October 2024	Line Manager:	Executive General Manager, Corporate Relations and Community
Title:	Head of Community and Regional Development	Direct Reports:	3
Team:	Community and Regional Development	Status of Position:	Permanent Full Time
Location:	Brisbane, Sydney, Melbourne, Newcastle or Canberra	Date Reviewed:	7/3/2025

1 Position Summary

Reporting to the Executive General Manager, Corporate Relations and Community, the Head of Community and Regional Development is responsible for leading and executing the company's strategic approach to community investment, regional economic development, and First Nations engagement. This role drives the social licence strategy for Squadron Energy, ensuring initiatives align with community expectations, deliver lasting social and economic benefits, and respect Country and culture. The Head of Community and Regional Development will possess strong leadership skills and a deep understanding of regional communities, as well as a commitment to sustainable development.

This role may involve travel to other office locations and sites to engage and liaise with broader Squadron Energy (SQE) teams and relevant stakeholders.

1.1 Key Responsibilities

Community Investment

- Lead the implementation of a community investment strategy to deliver lasting social and economic benefits to regional communities where Squadron Energy is delivering projects.
- Oversee community investment initiatives at REZ and project levels that enhance the company's social licence to operate.
- Identify and prioritise investment opportunities, consulting with communities and stakeholders externally, and frontline teams within the business.
- Ensure community investments meet local expectations and contribute positively to community wellbeing.

Regional Economic Development

- Develop and execute strategies to stimulate economic growth and opportunities linked to the energy transition within regional communities.
- Identify opportunities for employment, local procurement, business development, and infrastructure enhancement.

- Build partnerships that support skills development and job creation.
- Oversee programs that enhance regional infrastructure and support local supply chain participation in company projects.

First Nations Engagement

- Lead the development and implementation of strategies for respectful engagement with First Nations communities, ensuring cultural heritage is protected.
- Provide leadership and oversight to the First Nations Engagement team, who execute engagement plans and initiatives.
- Build and maintain trusted relationships with Traditional Owner groups and First Nations organisations at a high level.
- Promote First Nations employment, procurement, and business partnerships across company projects.
- Offer strategic guidance to internal teams on best practices for First Nations engagement.
- Oversee programs that enhance social and economic outcomes for First Nations peoples, ensuring alignment with company objectives.

Overarching Responsibilities

- Provide strategic direction and oversight across the Community Investment, Regional Economic Development, and First Nations Engagement teams.
- Drive the social licence strategy at both Renewable Energy Zone (REZ) and project levels, ensuring alignment with company objectives and community expectations.
- Build and maintain strong relationships with stakeholders, including community leaders, government agencies, industry groups, and internal teams.
- Collaborate with internal departments to integrate initiatives and maximize impact.
- Establish metrics and evaluation frameworks to monitor, measure, and report on the effectiveness of all initiatives.
- Prepare regular reports for the Executive and Board on progress, outcomes, and recommendations.

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- Strong understanding of the social and environmental impacts of renewable energy projects.
- Experience in developing and managing community development programmes and initiatives.

2.2 Skills

- Exceptional communication and interpersonal skills, with the ability to engage effectively with diverse audiences.
- Strong leadership and team management abilities, fostering collaboration and innovation within the team.
- Excellent analytical and strategic thinking skills, with a focus on assessing community needs and developing responsive strategies.
- Proficient in project management and community engagement tools.
- Ability to navigate complex community dynamics and address sensitive issues with diplomacy and empathy.
- A passion for renewable energy and a commitment to advancing sustainable practices in community development.

2.3 Qualifications / Tickets / Other

- Tertiary qualifications in communications, policy, economics, community development, planning or other relevant qualification.
- Driver’s Licence.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

4 Competencies and Traits

The SQE Competency Framework is mapped to define the key competencies as they apply to each level of leadership within the business. This helps employees and managers understand the progression in competence level required to succeed at, and progress through various levels across SQE.

The competencies and traits for the level of your position can be found here ([link](#)).

Squadron Energy is an EEO employer and we value diversity within our company.