



BOARD MEMBER

EXPRESSION OF INTEREST

AUGUST 2022

PREAMBLE

Break O’Day Employment Connect (BODEC) is part of the network of Regional Jobs Hubs which are guiding and supporting more Tasmanians into work. Regional Jobs Hubs make a difference, by matching local jobseekers with local employers, and providing dedicated employment support services like career counselling, and advice on how to get job ready and find the right transport option.

BODEC commenced operations in October 2020 following extensive community and business consultation in the Break O’Day area; the consultation provided insight into the local labour market and helped identify barriers to employment experienced by jobseekers and employers.

BODEC’s skill is in connecting people with information, services, and opportunities. Our Employer Connector and Job Seeker Connector know both sides of the employment coin – they are skilled in identifying employment opportunities and supporting people into the right job with the right employer. The Connectors build and maintain strong personal relationships leading to high levels of trust while our Communications Coordinator ensures local people know about us and feel encouraged to take the first step towards exploring work opportunities.

During our first year of operation we’ve gained the trust of local communities, placed people into local jobs, built strong relationships with local employers who know they can rely on us to match the right person to their job opportunity, and responded to the aspirations of each jobseeker by offering support and connecting them to services.

In October 2021 the Tasmanian Government recognised the effectiveness of our service and funded BODEC to expand beyond Break O’Day – to the south embracing the Bicheno/Coles Bay area, and north to the Dorset area. Businesses and job seekers in the Bicheno/Coles Bay area have already enjoyed some BODEC support but the additional funding means that from early 2022, a locally-based team member will provide dedicated support to the area’s employers and job seekers. By mid-2022, local research and consultation in Dorset will ensure a similar tailored service offering, with locally-based expertise connecting employers and jobseekers and meeting the needs of Dorset’s communities.

PURPOSE

The purpose of the Break O’Day Employment Connect Board is to establish and operate a regional Jobs Hub covering the Break O’Day and Dorset local government areas as well as the northern part of the Glamorgan-Spring Bay local government area encompassing Bicheno and Coles Bay. The activities and services of the Jobs Hub are delivered according to the requirements of an Agreement with the Tasmanian Government.

Break O’Day Employment Connect operate as a sub-committee under the umbrella of the Fingal Valley Neighbourhood House who are the auspicing body for the Agreement.

The objectives and goals of Break O’Day Employment Connect are to:

- Increase employment
- Increase workforce participation
- Increase engagement with formal education and training
- Address barriers to employment experienced by jobseekers and employers

THE BOARD

The Break O’Day Employment Connect (BODEC) Board has responsibility to manage the business and other affairs of BODEC and the Jobs Hub, ensuring that the Board acts in accordance with the Board Terms of Reference (attached). As a sub-committee of the Fingal Valley Neighbourhood House Inc. (FVNH), the Board must comply with the policies, procedures and requirements of the FVNH Board.

Membership of the Board will include a mix of individuals (to the largest extent possible) who can represent the views of:

- a. local employers and industry.
- b. community sector service providers.
- c. different population cohorts in the regions eg. Aboriginal, migrant, youth.
- d. The different regions within the Board’s geographical coverage
- e. The local education and training sector
- f. Roles will be recruited locally, by referral, local networks or an Expression of Interest process as determined by the Board and should have an appropriate gender mix

Currently the BODEC Board has the following membership:

John Brown, Chairperson, both employer (local government) and community representation including aged care industry through Medea Park Board position.

Gary Barnes, community sector, Manager Fingal Valley Neighbourhood House (auspicing body).

Tanya Greenwood, community sector

Cate Ritchie, education and training sector, Coordinator Break O’Day Trades Training Centre

Erica Mckinnell, local government/community sector providing Board administrative support and linkage to youth and transport services.

Stephen Walley, BODEC Project Manager

The governance approach to date has focused on bringing key sectors to our meetings to discuss their sector and provide the BODEC Board with an understanding of the challenges and opportunities.

ROLE OF THE BOARD

- a. represent the views of the employers, job seekers, different population groups (ie. low SES, migrants, women, Aboriginal) community, business, and government services on barriers to employment, workforce participation, and education and training, and actions to address these.
- b. support the strategic direction, coordination and oversight of stakeholders and activity consistent with the objectives outlined in 2.
- c. Develop and maintain current Strategic and Operational Plans to guide the activities of the Jobs Hub
- d. be accountable for delivery and reporting on programs Jobs Tasmania funds through the Board.
- e. coordinate communications to the community on employment and training opportunities.

EXPRESSIONS OF INTEREST

Expressions of Interest are sought from persons who believe that they can add value to the activities of BODEC and its purpose.

Members will be appointed by the existing Board based on merit, through a transparent process, and in alignment with the purpose, objective and goals, and ability to manage the financial and strategic affairs of the Board.

Each Member will be appointed for a maximum term of three years. A person appointed as a Member who remains eligible to be appointed a member, may be reappointed for a further period or periods subject to any extension of the Term of the Authority beyond three (3) years.

Member recruitment will be based upon the individual having an appropriate mix and balance of skills, knowledge and experience as set out in the Selection Criteria below.

SELECTION CRITERIA

Members are appointed on the basis achieving a Board that has an appropriate mix and balance of skills, knowledge and experience required for it to fulfil its functions including the following:

- b. Experience as an office bearer or a member of a Board in an incorporated or unincorporated association;
- c. Experience in operating a business;
- d. Qualifications or practical experience in accounting, financial management, governance or risk management;
- e. Representative of some or all of the following views:
 - o Local employers and industry
 - o Community sector service providers
 - o Different population cohorts in the regions eg. Aboriginal, migrant, youth.
 - o The different regions within the Board's geographical coverage
 - o The local education and training sector.

APPOINTMENT PROCESS

Expressions of Interest are to address the skills, knowledge and experience set out in the Selection Criteria above.

Expressions of Interest must be lodged with the Board Chairperson by email to john.brown@bodc.tas.gov.au

FURTHER INFORMATION

For further information, please contact:

John Brown

General Manager

Break O' Day Council

(03) 63767900 or

Email john.brown@bodc.tas.gov.au

CHAIRPERSON POSITION DESCRIPTION

POSITION

The Chairperson will provide leadership to Break O'Day Employment Connect (BODEC) as it oversees the delivery and coordination of its activities as a regional Jobs Hub covering the Break O'Day and Dorset local government areas as well as the northern part of the Glamorgan-Spring Bay local government area encompassing Bicheno and Coles Bay.

In discharging the role, the Chairperson will be impartial, ensuring the views of all members are canvassed, and ensuring meetings are conducted in good order.

The Chairperson will act as the chief spokesperson for the Board providing leadership within the region in relation to the Jobs Hub

TERM

Chair will be appointed by the Board for a period of 2 years (maximum of 2 terms).

SERVICE DELIVERY FUNCTIONS

The Chairperson will be required to carry out their functions (along with the Board) in accordance with the following:

- a. Representing the views of employers, job seekers, different population groups (ie. Low socio-economic Status, migrants, women, Aboriginal) community, business, and government services on barriers to employment, workforce participation and training, and actions to address these.
- b. Supporting the strategic direction, coordination and oversight of stakeholders and activity consistent with Jobs Tasmania's objectives.
- c. Be accountable for delivery and reporting on projects Jobs Tasmania funds through the Authority.
- d. Coordinating communications to the community on employment and training opportunities.
- e. Providing advice to Jobs Tasmania and other State and Australian Government agencies, on policies and programs aligned with Jobs Tasmania's objectives.

LEADERSHIP, GOVERNANCE AND OVERSIGHT

The Chairperson will be required to carry out their functions (along with the Board) in accordance with the following:

- a. Ensure the business and affairs of BODEC are conducted in a manner that is commercially sound, is consistent with BODEC's strategic and operational plans.
- b. Approve the annual budget.
- c. Provide advice, information and assistance to the BODEC Board on its functions and powers as needed.
- d. Consult Jobs Tasmania on the strategic direction of BODEC.
- e. Have regard to the economic and social wellbeing of its customers, employers, and the community generally.
- f. Follow environmentally sound principles in its development and resource management activities.
- g. Endorse the Strategic Plan and Operational Plans For Break O'Day Employment Connect.

- h. Manage annual reporting.
- i. Ensure that recruitment and employment occurs in accordance with contemporary human resource practices.
- j. Ensure appropriate risk management and policy frameworks are in place
- k. Maintain a strong working relationship and communication with the auspicing body, the Fingal Valley Neighbourhood House.

CHAIRPERSON RESPONSIBILITIES

The Chairperson will:

- a. Provide leadership to the Board and organisation
- b. Practice and facilitate adherence to the principles of Good Governance
- c. Be responsible for representing community perspectives and acting in the best interests of the region to work to improve the access to employment for all people in their communities.
- d. Provide leadership to the community and act as an advocate for the work of the Board and its objectives.
- e. Reflect the Values of the organisation in their actions as part of the Board
- f. Reconcile differences in opinion and approach, and resolve disputes arising from them in a professional and respectful manner.
- g. Use their skills, knowledge and networks to assist in achieving the Goals of the Strategic Plan which includes developing and implementing strategies and Key Actions consistent with the scope of the Board's functions.
- h. Share information with the group and relevant stakeholders on activities that are related and of interest to the Role of the Board.

REMUNERATION & EXPENSES

Service on the Break O'Day Employment Connect Board is without remuneration, except for reimbursement for what is determined to be reasonable travel, accommodation and other expenses incurred while engaged on business of the Board.

POSITION

The member will provide support to Break O' Day Employment Connect as it oversees the delivery and coordination of its activities as a regional Jobs Hub covering the Break O' Day and Dorset local government areas as well as the northern part of the Glamorgan-Spring Bay local government area encompassing Bicheno and Coles Bay.

TERM

Member will be appointed by the Board for a period of 3 years and may be reappointed for a further period or periods subject to any extension of the Term of the Authority beyond three (3) years.

SERVICE DELIVERY FUNCTIONS

The Member will be required to carry out their functions (along with the Chairperson) in accordance with the following:

- a. Representing the views of employers, job seekers, different population groups (ie. Low socio-economic Status, migrants, women, Aboriginal) community, business, and government services on barriers to employment, workforce participation and training, and actions to address these.
- b. Supporting the strategic direction, coordination and oversight of stakeholders and activity consistent with Jobs Tasmania's objectives.
- c. Be accountable for delivery and reporting on projects Jobs Tasmania funds through BODEC.
- d. Facilitate communication with the community, industry and employers on employment and training opportunities.
- e. Provide information when required to Jobs Tasmania and other State and Australian Government agencies, on policies and programs aligned with Jobs Tasmania's objectives.

LEADERSHIP, GOVERNANCE, ADMINISTRATION AND FISCAL MANAGEMENT

The Member will be required to carry out their functions (along with the Chair) in accordance with the following:

- a. Ensure the business and affairs of BODEC are conducted in a manner that is commercially sound, is consistent with BODEC's strategic and operational plans.
- b. Review and approve the annual budget.
- c. Provide advice, information and assistance to the BODEC Board on its activities as needed.
- d. Engage with Jobs Tasmania on the activities and projects of BODEC.
- e. Have regard to the economic and social wellbeing of its customers, employers, and the community generally.
- f. Participate in the development, review and endorsement of the Strategic Plan and Operational Plans for BODEC.
- g. Review annual and progress reporting.
- h. Ensure that recruitment and employment occurs in accordance with contemporary human resource practices.
- i. Ensure appropriate risk management and policy frameworks are in place
- j. Maintain a strong working relationship and communication with the auspicing body, the Fingal Valley Neighbourhood House.

BOARD MEMBER RESPONSIBILITIES

Board Members will:

- a. Practice and adhere to the principles of Good Governance
- b. be responsible for representing community perspectives and acting in the best interests of the region to work to improve the access to employment for all people in their communities.
- c. provide leadership to the community and act as an advocate for the work of the Board and its objectives.
- d. Reflect the Values of the organisation in their actions as part of the Board
- e. reconcile differences in opinion and approach, and resolve disputes arising from them in a professional and respectful manner.
- f. Use their skills, knowledge and networks to assist in achieving the Goals of the Strategic Plan which includes developing and implementing strategies and Key Actions consistent with the scope of the Board's functions.
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