

## Position Description | Non-Executive Director

<b>Role:</b>	Independent Director (Hospitality)
<b>Length of term:</b>	Initial term: 3 years Further terms: Upon re-election, up to 2 x 3-year additional terms (maximum of 3 terms of 3 years).
<b>Location:</b>	Remote – Australia Must be available to travel to Sydney, Melbourne and Brisbane for in person meetings when required (approximately quarterly, reasonable costs reimbursed)
<b>Time commitment:</b>	Up to 5 days per quarter. See more about time commitment in section 6.
<b>Eligibility &amp; Selection Criteria</b>	Directors must meet the eligibility criteria set out in section 4 and selection criteria set out in section 5.

### 1 Company Overview

Service and Creative Skills Australia (SaCSA) is a not-for-profit industry-owned, industry-led Jobs & Skills Council (JSC), funded by the Department of Employment & Workplace Relations (DEWR). We offer workforce planning, guidance and advocacy for the following industries:

- Arts
- Personal Services
- Retail
- Tourism
- Hospitality

Working within a tripartite approach, SaCSA is the critical link between industry stakeholders, government and unions. We aim to provide a stronger, more strategic voice in ensuring Australia's Vocational Education and Training sector delivers stronger outcomes for employers, workers, learners, trainers and educators.

As the leader in workforce development initiatives for our industries, SaCSA collaborates with industry to identify and articulate current and future employment trends and develops solutions that best serve those needs.

## 2 The Role

### Purpose

As required by its Constitution, SaCSA is seeking nominations for an Independent non-executive director position which will become vacant at this year's Annual General Meeting (**AGM**).

As a Board Member, you will play a pivotal role in steering the strategic direction of SaCSA and providing governance oversight of SaCSA's operation as a not-for-profit Company. Your expertise, skills, competencies and attributes will contribute significantly to our organisational governance. This position offers a unique opportunity to influence decision-making, shape organisational strategies, and drive impactful change.

The Independent Director (Hospitality) will have extensive current experience and a strong connection to the Hospitality sector. You will demonstrate a comprehensive understanding of sector dynamics, the broader government and political landscape and key current and emerging issues and workforce planning matters across this sector. Leveraging your deep industry knowledge, extensive experience in managing government and political stakeholders and well-established professional networks, you will be able to provide key insights to support the Board and contribute to the broader goals of the organisation.

## 3 Core Responsibilities

As a Board Member, your core responsibilities will include:

- **Strategic Input:** Contribute strategically to the SaCSA Board to aid in informed decision-making and secure the company's future success;
- **Financial Oversight:** Oversee financial reporting, including audits, to ensure transparency and adherence to regulatory standards;
- **Performance:** Oversee SaCSA's performance, implementation of strategy and allocation of resources to achieve business objectives, strategies and budgets;
- **Upholding Governance Standards:** Ensure the highest standards of ethics and governance are maintained in all business operations and decisions;
- **Risk Management and compliance:** Oversee the performance of SaCSA's risk management, compliance and internal control systems and ensure these are fit for purpose and operating effectively;
- **Not for profit experience:** Experience gained in a non-profit, for-purpose, or similar service-related field and organisation will be advantageous;
- **Industry Expertise:** Use your deep industry knowledge and well-established professional networks within the Hospitality sector to provide key insights to support the Board and contribute to the broader goals of the organisation;
- **Chairing the Hospitality Strategic Workforce Advisory Group (SWAG):** Your industry expertise will be instrumental in advising on and assisting SaCSA in prioritising workforce planning priorities;
- **Government / Political Stakeholder Engagement / Management:** Use your extensive experience in managing political and government stakeholders and provide key insights and guidance to the Board and the organisation as a whole regarding the political /government landscape in which SaCSA operates.

## 4 Eligibility

All persons applying to serve as a SaCSA Director must be capable of demonstrating the skills, competencies, experience and personal attributes as set out in this Position Description.

In addition, a person is not eligible to serve as a Director of SaCSA:

1. if the person is under 18 years of age;
2. if the person is also an Officer (as defined in the Corporations Act<sup>1</sup>) of:
  - a Registered Training Organisation
  - a Group Training Organisation
  - an Employment Service Provider or
  - an Apprentice Connect Australia Provider (formerly Australian Apprenticeship Support Network).
3. if the person has a direct pecuniary (i.e. financial) interest in vocational education and training (VET) for example through shareholdings / business ownership; or
4. if the person is connected with:
  - a vocation education regulator;
  - a Government department with program or policy responsibility for the VET sector; and / or
  - an entity involved in the administration of the JSC Program.
5. if the person is the auditor of SaCSA, or any partner, director or employee of the auditor

In addition to the above, an independent director must be free of any interest, position or relationship that *might influence, or reasonably be perceived to influence*, in a material respect their capacity to bring an independent judgement to bear on issues before the Board and to act in the best interests of the Company as a whole rather than in the interests of an individual Member or other party.

Any person qualifying to be a Director because they are an Employee Member Representative or an Employer Member Representative does not qualify to be a Director in the Independent Director category because the nature of their relationship(s) and association with Employee or Employer Members mean that they cannot meet the requirements of the Independent Director definition.

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<sup>1</sup> An officer of a corporation is defined in the CA (section 9AD Meaning of officer) as:

- a director or secretary; or
- a person:
  - who makes, participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
  - who has the capacity to affect significantly the corporation's financial standing; or
  - in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors of the corporation); or
  - a receiver, administrator, restructuring practitioner or liquidator.

## 5 Selection Criteria

### Skills, Competencies, Experience and Personal Attributes

#### Essential:

- **Executive Leadership** - skills gained while performing at a senior executive level for a considerable length of time including delivering superior results and dealing with varied business models;
- **Strategic expertise** - experience in developing, implementing and challenging strategic plans to achieve the long-term goals of an organisation;
- **Financial literacy / acumen** - experience in and ability to read and comprehend corporate accounts, financial materials and financial reporting requirements;
- **Risk Management** - experience in anticipating and evaluating risks that could impact business. Recognising and managing these risks by developing sound risk governance policies and frameworks;
- **Governance** - experience with governance especially in Not for profit, private, public or listed companies;
- **Innovation** - experience in identifying innovative ways of doing business and achieving strategic goals;
- **Environment and sustainability** - commitment to monitoring programs for social responsibility, carbon emissions reduction, proactive management of workplace safety, mental health and physical well-being, and responsible sourcing;
- **Board experience** - experience as a Board director;
- **Industry experience** – extensive current experience and a strong connection to the Hospitality sector. Demonstrated comprehensive understanding of sector dynamics, the broader government and political landscape and key current and emerging issues and workforce planning matters within the sector;
- **Government / Political Stakeholder Management** - experience in managing government / political stakeholders and experience/ understanding of the regulations and environment in which SaCSA operates;

#### Desirable:

- **Educational / Learning Skill and Capability** - experience with adult education, or competency, skill, capability and learning and development frameworks.
- **Legal** - experience in identifying and resolving legal and regulatory issues and advising a Board on these matters.

### Essential Personal Attributes:

- **Integrity** – fulfilling a director’s duties and responsibilities, acting ethically, honestly and in a manner that promotes the proper use and management of SaCSA’s resources and puts SaCSA’s interests ahead of personal interests;
- **Cultural competence:** a proven ability to cultivate a positive and inclusive team culture, fostering collaboration, innovation, and a commitment to continuous improvement;
- **Collaborative yet curious and courageous** – must be able to work and collaborate well as an effective team member and also must have the curiosity to ask questions and the courage to engage in robust discussions with management and fellow board members where necessary;
- **Emotional intelligence** – as well as self-awareness and self-management, must be able to demonstrate empathy through strong interpersonal skills and be capable of creative thinking to address communication challenges. Further, must be able to work well in a group, collaborate effectively with other directors, listen well, be tactful and also be able to communicate in a clear, candid and respectful manner;
- **Business judgement** and instinct – need to be able to demonstrate good business instinct and acumen, and be able to digest and synthesise complex information;
- **Active contribution and commitment** – need to be an active contributor with a genuine interest in SaCSA and its important work. A firm belief in and commitment to the organisation’s core purpose and values;
- **Professional development** – must have a willingness to acquire new skills with a natural self-motivation for ongoing professional development.

## 6 Role Requirements and Remuneration

### Time Commitment

Your duties as a SaCSA Board Director will involve a commitment of equivalent of up to 5 days work per quarter.

This will comprise of:

- 6-7 scheduled Board meetings annually. These meetings are usually held every 2 months, with additional meetings arranged from time to time as required;
- annual in person Board strategy session;
- participating in quarterly Board Committee Meetings;
- Chairing the Hospitality Strategic Workforce Advisory Group;
- reviewing Board circular resolutions and other documents, as required;
- contributing towards Workforce Plan oversight including through review and sharing of feedback and participating in / chairing Strategic Workforce Advisory Group meetings (quarterly meetings).

In addition, you will be expected to:

- devote appropriate preparation time ahead of each meeting;
- undertake allocated follow-up on matters; and
- be available for discussions from time to time.

### Organisational values and Code of Conduct:

The Board is responsible for setting, promoting and monitoring the tone of SaCSA's culture. The Board is also responsible for overseeing SaCSA's compliance with the JSC Code of Conduct. For information on SaCSA's organisational values, purpose, strategic objectives and governance arrangements please refer to our Policies and Governance webpage [here](#).

### Diversity, Equity and Inclusion

The SaCSA Board must be majority Independent in accordance with our Constitution and the JSC model and comprised of an appropriate mix of directors with skills, experience, knowledge and connection to the sectors represented by SaCSA to enable the Board to advance the Objects of SaCSA as set out in the Company Constitution.

Diversity is a critical factor for SaCSA when employing or engaging people. This extends to the persons serving on the SaCSA Board. SaCSA will, as far as possible, have regard to any candidate's skills and experience, promote diversity among directors.

### Remuneration and benefits

- Directors will be remunerated for their contributions in accordance with the daily rate cap set by the Department of Employment and Workplace Relations (DEWR);
- Reasonable pre-approved expenses will be reimbursed;
- Financial support is available for Director Professional Development.

## Education and Qualifications

### Desirable:

- Tertiary and / or Vocational education qualifications; and
- Completion of the Australian Institute of Company Directors or Governance Institute of Australia course.

## Supporting documents

Please refer to SaCSA's Policies and Governance webpage [here](#) for the following documents:

- Constitution;
- Board Charter;
- Director Policy;
- Conflicts of Interest Policy; and
- JSC Code of Conduct.