



**HUON VALLEY  
COUNCIL**

**HUON VALLEY JOBS HUB  
SINGLE AUTHORITY**

**Expression of Interest**

**March 2023**

## **PREAMBLE**

The Tasmanian Government is supporting a Network of Jobs Hubs in regional areas across the State. Jobs Hubs give more Tasmanians the opportunity to live and work in the place they call home.

Jobs Hubs bring local industry and local workers together, and work with job seekers to address barriers to work. Such as access to employment related skills and transport.

Regional Jobs Hubs will be supported by Jobs Tasmania in the Department of State Growth, to deliver common overhead supports, workforce analysis and data mapping.

Huon Valley Council resolved at its October 2021 Ordinary Meeting to act as the lead agency in the establishment of the Huon Valley Jobs Hub through a single authority established under section 30 of the *Local Government Act 1993*.

The Board currently has vacancies for two Board Director positions. The Council is seeking Expressions of Interest from suitable candidates to submit their interest for consideration. The term of the new Directors shall be for the remaining term of the Directors being replaced which will conclude 30 June 2025 in line with the grant funding from Jobs Tasmania.

More information is available at [www.setn.org.au](http://www.setn.org.au) or at Jobs Tasmania ([www.stategrowth.tas.gov.au/jobstasmania/home](http://www.stategrowth.tas.gov.au/jobstasmania/home)).

## **PURPOSE**

The purpose of the Huon Valley Jobs Hub Authority is to establish and operate a Jobs Hub for the Huon Valley and Kingborough local government areas to deliver and meet the requirements of the State Agreement.

The objectives and goals of the Huon Valley Jobs Hub Authority are to:

- Increase employment
- Increase workforce participation
- Increase engagement with formal education and training

For the purposes of performing these functions, the Huon Valley Jobs Hub Authority is known as the 'Southern Employment and Training Network'.

## **THE BOARD**

The Huon Valley Jobs Hub Single Authority has responsibility to manage the business and other affairs of the Huon Valley Jobs Hub Authority, ensuring that the Authority acts in accordance with the Authority Rules (attached).

The Board of the Huon Valley Jobs Hub Authority will be skill based comprise of a maximum of ten (10) Directors:

- One of who will be appointed as Chair;

- One will be the General Manager (Huon Valley Council; and
- One will be the General Manager (Kingborough Council).

The minimum number of Directors for the operation of the Board shall be seven (7).

The General Managers of the Huon Valley and Kingborough Councils (or their delegated representative) shall be Directors of the Authority ex-officio.

## **EXPRESSIONS OF INTEREST**

The Huon Valley Council has established the Huon Valley Jobs Hub Single Authority in accordance with section 30 of the *Local Government Act 1993* (Tas).

The Authority will provide oversight delivery and coordination of activity in the Huon Valley and Kingborough regions that support the objective to increase employment, workforce participation or reengagement with formal education and training through:

- 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 education and training, and actions to address these.
- Supporting the strategic direction, coordination and oversight of stakeholders and activity consistent with Jobs Tasmania's objectives.
- Be accountable for delivery and reporting on projects Jobs Tasmania funds through the Authority.
- Coordinating communications to the community on employment and training opportunities.
- Providing advice to Jobs Tasmania and other State and Australian Government agencies, on policies and programs aligned with Jobs Tasmania's objectives.

Expressions of Interest are called to fulfil **two vacant** Director positions on the Board of the Authority.

Directors will be appointed by Council and based on merit, through a transparent process, and in alignment with the objective and goals, and ability to manage the financial and strategic affairs of the Authority.

Each Director shall be appointed for the remaining term of the Director positions being replaced which will conclude on 30 June 2025.

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

## **SELECTION CRITERIA**

As provided in the Rules of the Authority, Directors are to be appointed on the basis that the Authority has an appropriate mix and balance of skills, knowledge and experience required for it to fulfil its functions including the following:

- Experience as a Director, office bearer or a member of a Board in an incorporated or unincorporated association;

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

## **APPOINTMENT PROCESS**

The Expressions of Interest process will be advertised for 14 days.

Expressions of Interest are to address the skills, knowledge and experience set out in the Selection Criteria above. A copy of your resume should also accompany your application.

Expressions of Interest must be lodged with the General Manager, Huon Valley Council by either of the following:

### In person:

Customer Service Centre  
Huon Valley Council  
40 Main Street, Huonville Tasmania

### Electronic lodgement:

Email: [hvc@huonvalley.tas.gov.au](mailto:hvc@huonvalley.tas.gov.au)

## **APPLICATIONS CLOSE**

The closing date for applications will be 5:00pm Monday 3<sup>rd</sup> April 2023.

## **FURTHER INFORMATION**

For further information, please contact:

Michelle Gledhill  
Manager Economic Development and Strategy  
Huon Valley Council  
Ph: (03) 6264 0300  
Email: [hvc@huonvalley.tas.gov.au](mailto:hvc@huonvalley.tas.gov.au)

# **HUON VALLEY JOBS HUB AUTHORITY POSITION DESCRIPTION**

## **DIRECTOR**

### **MISSION**

The purpose of the Huon Valley Jobs Hub Authority is to establish and operate a Jobs Hub for the Huon Valley and Kingborough local government areas to deliver and meet the requirements of the State Agreement.

### **POSITION**

The Director will provide support to the Huon Valley Jobs Hub Authority as it oversees the delivery and coordination of activities in the Huon Valley and Kingborough regions that support the objective to increase employment, workforce participation or reengagement with formal education and training through:

- 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, ADMINISTRATION AND FISCAL MANAGEMENT**

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

- Ensure the business and affairs of the Huon Valley Jobs Hub Authority and other functions and powers are conducted in a manner that is commercially sound, is consistent with the Authority's strategic and business plans and objectives, and in accordance with its approvals, permits, licences and statute.
- Approve the annual budget.
- Declare dividends in accordance with Rule 19.
- Provide advice, information and assistance to the Huon Valley Jobs Hub Authority on its functions and powers as needed.
- Consult the Council on the strategic direction of the Huon Valley Jobs Hub Authority.
- Have regard to the economic and social wellbeing of its customers, employers, and the community generally.
- Follow environmentally sound principles in its development and resource management activities.

- Endorse the Strategic Plan for the Huon Valley Jobs Hub Authority.
- Manage annual reporting.
- Appoint the Huon Valley Jobs Hub Authority CEO.
- Ensure appropriate risk management and policy frameworks are in place
- Ensure a safe and healthy workplace through the implementation and monitoring of appropriate systems, in line with legislative requirements.
- Brief the Council on the performance of the Board's functions from time to time.

## **DIRECTOR DUTIES**

- Act honestly, lawfully and ethically.
- Exercise a degree of care and diligence that a reasonable person in a like position would exercise in the circumstances.
- Not make improper use of information acquired through the position on the Board to gain, directly or indirectly, an advantage for themselves or another person, or to cause direct or indirect damage to the Huon Valley Jobs Hub Authority or any other person, or similarly a disadvantage.
- Avoid and declare conflicts of interest.
- Prevent insolvent trading.
- Disclose to the Huon Valley Jobs Hub Authority CEO any direct or indirect pecuniary or other interest in a matter being considered by the Authority.

## **DIRECTOR TERMS**

The Huon Valley Jobs Hub Authority's Board Members will serve a maximum term of three (3) years. They may be reappointed for a further period or periods subject to any extension of the Term of the Authority beyond three (3) years.

The Board shall meet at such times and places, which includes by electronic means, as are determined by the Board as often as is necessary to properly discharge its responsibilities and functions under the Authority's Rules, and shall meet at least six times each year.

## **QUALIFICATIONS**

This is an extraordinary opportunity for an individual who is passionate about the success of the Huon Valley Jobs Hub Authority's beneficiaries and who has a track record of Board leadership.

The Board will have a mix of the following qualifications:

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

- The local education and training sector.

Service on the Huon Valley Jobs Hub Authority's 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 Huon Valley Jobs Hub Authority.