Non-Executive Director
Position Description

Department/s	Board Management
Award	Not Applicable
Classification	Not Applicable
Location	Various
Manager	Board Chair

Our Values

Respectful: We value and consider the opinions of others. We embrace diversity, and provide an inclusive workplace. We treat others the way we wish to be treated. We listen and we care.

Ethical: We act in the best interests of our customers, staff and community. We act with honesty and transparency. We provide a safe and supportive workplace for all.

Engaged: We work as a team to achieve the best results. We build connections and share our success. We are persistent, passionate and determined. We empower and support others to make decisions.

Accountable: We deliver on our promises. We take ownership of our decisions and our actions. We demonstrate the behaviours we wish to see in others. We seek feedback so we can improve.

Sustainable: We are invested in a sustainable future for our community and our planet. We seek ways to minimise our impact on the environment. We invest in our people, our systems and our capabilities.

About the Role

The Board is made up of a maximum of eight Non-Executive Directors. Collectively and individually, Directors are responsible for the overall governance, management and strategic direction of the organisation, and for delivering accountable corporate performance in accordance with the organisation's goals and objectives. Each Director brings their own expertise, providing a complement of skills and knowledge that enables the effective performance of the Board.

Key Responsibilities – Board Management

- Determining, reviewing and maintaining the vision, purpose and values of the organisation.
- Setting the strategic direction.
- Monitoring the achievement of the strategic plan priorities.
- Appointing and monitoring the performance of the CEO.
- Approving annual budgets and effectively monitoring financial performance.
- Oversight of risk identification and mitigation strategies.
- Effective monitoring of service delivery performance.
- Commit to the ongoing quality improvement programs and service delivery.
- Supporting effective engagement with key stakeholders.
- Ensuring compliance with relevant legislation, regulation and legal obligations.

Key Responsibilities – Organisational

- Adhere to the Workways Code of Conduct and enact the Workways Values.
- Adhere to all applicable legislation, and organisational policies, procedures and standards.
- Undertake any other duties, consistent with skills and experience, and as per legal requirement of a Director.

Key Competencies

- Governance
- Commercial/Legal
- Strategy planning and implementation
- Leadership
- Information Communication Technology
- Marketing Communications
- Risk Management
- Financial
- People & Culture
- Change Management
- Business Development
- Social Responsibility
- Sector Knowledge & Engagement (employment, youth, indigenous, disability &/or environmental)

It is noted that Directors will possess varying levels of expertise pertaining to these competencies.

Performance Indicators

- Support the CEO to be highly effective through strong leadership and position Workways for a positive and sustainable future.
- Measure the effectiveness of the whole Board and individual Directors through informal and formal means.
- Oversee and monitor the Workways Strategic Plan.
- Ensure that WW has effective strategies and plans to build and maintain a business that is resilient, effective, cost competitive and aligned with mission.

Key Selection Criteria

- The ability to constructively challenge and contribute to the development and implementation of the Workways and Envite strategies.
- Preference for subject matter expertise in the industries in which Workways operates in.
- An open collaborator who fosters a strong culture of respect and trust that contributes to effective strategic thinking and performance management.
- An independent thinker and confident leader who operates within a framework of open feedback, strong ethics, integrity and innovation.
- An effective communicator and receptive listener who can negotiate and influence Board discussions in a respectful way while maintaining an openness to consensus decision making.
- The ability to satisfy yourself that financial information is accurate, and that financial controls and systems of risk management are robust and defensible.
- A recognition that a culture of innovation, diversity and inclusion starts at the Board level.
- A commitment to making oneself available for the role, the values of the organisation and to working respectfully with the stakeholders of the organisation; and
- The ability to read and analyse complex and technical information outside your own areas of experience.

Position Requirements

Qualifications (Mandatory)
- Dependant on technical expertise

Qualifications (Preferred)
- Company Director

Licences and Checks
- Criminal History check
- Financial check
- Working with Children/Vulnerable People Check
- The Right to Work in Australia

Tenure
- Directors are generally appointed for a three-year term on a rotational basis, with appointments occurring annually.

Attendance
- The Board's annual calendar includes up to six ordinary meetings. While most are held virtually, the Board meets in person at various locations three times a year, board meeting (two) and strategy day (one).
- In addition to attendance at Board meetings, Directors are required to serve on at least one Board sub-committee per year (Audit and Risk Committee or Governance Committee). Each sub-committee meets a minimum of four times per year. If required, Directors must be willing and available to take part in additional meetings either in person or via virtual technology.

Acknowledgement by Non-Executive Director

I have read and understand what is required of me in the position:

Name:

Signature:

Date:

It should be noted that Position Descriptions are under constant review and may be changed at any time.