



# Non-Executive Director Candidate Information Pack



## **Company Overview**

A community focused organisation, Workways is committed to delivering services that create positive social and environmental change. With its head office in Bairnsdale, Victoria, Workways employs over 200 staff in locations throughout Victoria, New South Wales and Queensland with an annual budget of \$21M.

## **Purpose**

With offices across Victoria, NSW and Queensland, Workways enables people from every background to participate in the workforce. Workways is committed to making a positive social and economic difference for those living and working in our communities, offering significant benefit to the Australian economy. We aim to create opportunities directly through employment, education and training, small business development, social enterprise development and community programs; and are committed to linking people in regional and remote regions, from a diverse range of cultural and social backgrounds with employment opportunities within and outside of Workways.

## **Workways Board**

The Board is made up of a maximum of eight (8) Non-Executive Directors. Directors are generally appointed for a three (3) year term on a rotational basis, with appointments occurring annually. The Board's annual calendar includes up to six (6) ordinary meetings. While most are held virtually, the Board meets in person at various locations three (3) times a year, board meeting (2) and strategy day (1).

In addition to attendance at Board meetings, Directors are required to serve on at least one Board Sub-Committee per year. 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.

## **Workways is seeking a Director with strong skills and experience in the following areas:**

- **Employment Services**
- **Disability / NDIS**
- **Environmental**

Applicants for the Director position are required to have the personal qualities, and a range of competencies related to the skills below that would enable an effective contribution to the duties and obligations of the Board. A strong understanding of corporate governance including the legal, ethical, fiduciary and financial responsibilities is essential.

## **Skills for the collective Board**

- **Sector Knowledge and Engagement**  
Knowledge, experience and networks within employment, youth, indigenous, disability and/or environmental sectors.
- **Information Communication Technology**  
Knowledge and experience in the strategic use and governance of information management and information communication technologies, including information technology strategy, cyber security, personal information privacy and security risk management.
- **Marketing and Communications**  
Experience and/or knowledge of traditional marketing and communications and digital marketing.
- **Strategy**  
An ability to think strategically, identify and critically assess strategic opportunities and threats, and develop effective strategies in the context of the strategic objectives of Workways Australia Ltd.

- **Financial Literacy**  
Knowledge and experience in accounting and/or financial management and the ability to interpret and analyse financial statements, critically assess financial viability and performance, contribute to strategic financial planning and oversee budgets and the efficient use of resources, and oversee funding arrangements and accountability.
- **Governance**  
Knowledge and experience in best practice corporate governance structures, policies and practices and an ability to apply that knowledge to Workways Australia Ltd.
- **Risk**  
Ability to identify key risks to the organisation including legal and regulatory compliance, and monitor risk and compliance frameworks and systems.
- **Commercial/Legal**  
A range of commercial, legal and/or business experience, preferably in not for profit and small to medium enterprises in areas including business systems, practices and business development.
- **Leadership**  
Knowledge and experience in leadership including the ability to represent the organisation, set appropriate Board and organisational culture and exercise judgement and responsibility for decisions and actions.
- **People and Culture**  
Specifically related to human resources expertise, workforce performance, HR processes and systems, employee engagement, legislation and workforce lifecycle management.
- **Change Management**  
Aligned to organisational change, including information technology, digital transition and business practices.
- **Business Development**  
Ability to drive organisational growth based on understanding the customer, identifying opportunities, and leveraging off established relationships.
- **Social Responsibility**  
Understanding of CSR, including climate change, human rights, diversity and privacy, and how an organisation can address these issues.

## Remuneration

This role is a remunerated position and is currently \$20,000pa plus superannuation and the ability to salary package (Workways holds PBI status).

For further details regarding the position, including key responsibilities, performance indicators and selection criteria, please see the Position Description.

Should you wish to apply, please complete the application process via the following link – <https://workways.elmotalent.com.au/careers/external/jobs>. You will be asked to provide a cover letter, resume, and submit your completed Nomination and Declaration Form.

Applications close 20 October 2024.

If you would like to discuss this role further, or have any questions, please contact Sharon McAuliffe, Company Secretary, via email [smcauliffe@workways.com.au](mailto:smcauliffe@workways.com.au) or via phone on 0437 125 708.