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# POSITION DESCRIPTION

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| **POSITION TITLE:** | Board of Directors |
| **SECTOR/DIRECTORATE/ SERVICE STREAM:** | N/A  |
| **LOCATION:** | 18 Kuran Street Chermside  |

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| **STATUS:** | [ ]  Full-time [ ]  Part-time [ ]  Casual |
| **TENURE:** | [ ]  Permanent [x]  Temporary / Fixed Term: 3 year term[ ]  Regular Hours – No of Hours/Week:       (Avg)[ ]  Varying Hours – No of Hours / Week:       (Est) |

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| **POSITION REPORTS TO:** | Position: Board of Directors Name of Incumbents: N/A |
| **POSITIONS REPORTING TO THIS POSITION** | CEO & Senior Leadership Team |

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| **WRITTEN BY:** | Position: HR Manager Person: Cindy Hayer  |
| **DATES:** | Date Written:07/03/2023 Due for Review:07/03/2026 |

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| **MAIN PURPOSE / OBJECTIVE OF ROLE / PRIMARY OBJECTIVE**To lead, in collaboration with the entire Board and management team, Burnie Brae in the achievement of its strategic plan while ensuring governance requirements are fulfilled. |

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| **KEY ACCOUNTABILITIES / JOB ROLE / SPECIFIC DUTIES / TASKS / RESPONSIBILITIES****“So that” – produce OUTPUTS / EXPECTATIONS** |
| **Leadership*** Assist with the recruitment and/or onboarding of Board members or management.
* Provide recommendations on the composition of the Board and/or management team.
* Raise and address any concerns regarding the role of the Board or management team.
* Monitor, appraise, support and reward the management team.
* Promote and foster a positive and supportive environment for the Board and management.
* Annually prepare a review of the CEO and assess changes in compensation.
* Be available to the CEO and management team to discuss ideas, concerns or problems.
* Provide advice and assist on the development of the Burnie Brae strategic plan.
* Review and approve the funding plans and budgets on an annual basis.

**Strategy and Operations*** Identify and recommend opportunities for continuous improvement with Burnie Brae.
* Investigate and compare the strategy and results of Burnie Brae with other organisations.
* Assess the financial structure of Burnie Brae and ensure adequacy to achieve the vision.
* Approve major changes in expenditure, programs and service provisions.
* Keep abreast of relevant regulations, legislations and funding information.

**Governance and Administration*** Ascertain that Burnie Brae has appropriate policies and is diligently administering these.
* Review and approve Burnie Brae policies prior to implementation.
* Identify potential areas of risk or improvement and provide recommendations.
* Annually review the performance of the Board and take steps to improve performance.
* Chair and/or participate in Burnie Brae Board Meetings in a proactive and effective manner.
* Keep informed, through reports and other methods of the performance of Burnie Brae.
* Ensure published reports properly reflect the results and performance of Burnie Brae.
* Review compliance with relevant laws and regulations relating to Burnie Brae.
* Hold yourself and others accountable for achieving the Burnie Brae vision, mission and values.
* Speaks positively about Burnie Brae.
* Interact in a positive manner with all employees, clients and other stakeholders.
* Look for opportunities to collaborate with management and the Board.
* Perform all duties and tasks efficiently and to the best of your ability.
* Attend, prepare and proactively participate in Board and other required meetings.
* Provide ideas to promote the continuous improvement of our services.
* Maintain industry knowledge and that of Director responsibilities.

**Other** * Alignment with Burnie Brae mission, vision and values
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| **PERFORMANCE ASSESSMENT / INDICATORS / MEASURES / KPIs / PERFORMANCE STANDARDS** |
| * Timely and accurate documentation completed.
* Accurate advice is provided to stakeholders in line with Burnie Brae policies and procedures and/or legislative requirements.
* Positive feedback is received from Burnie Brae Managers and other stakeholders.
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| **INCUMBENT REQUIREMENTS:****Knowledge / Qualifications:*** Knowledge of a director’s responsibilities
* Working knowledge of relevant legislation and regulations within the Community Services Sector.
* Criminal history screening, including ascertaining a National Police Certificate
* NDIS clearance

**Work Experience:*** Strategic expertise with the ability to review and advise on business strategy
* Experience on a Board within a similar organisation or industry (desirable)
* Strategic thinking with the ability to influence others
* Experience with risk management, financial reporting and legal/compliance requirements
* Recent experience in managing and achieving change

 **Personal Qualifications / Attributes / Traits / Capabilities:*** High level of interpersonal skills
* Effective decision making and problem solving capabilities
* High level of emotional intelligence and commercial judgement
* Effective networking skills
* Integrity, tact and discretion in dealing with sensitive situations/information
* Ability to maintain confidentiality of staff related issues
* Commitment to the development of professional skills
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| **CHALLENGES / PROBLEM SOLVING CHALLENGES OF ROLE**Balancing competing prioritiesKeeping up-to-date with relevant legislation |

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| **VERIFICATION / AUTHORISATION** |  |  |
| **Approved by:** |  |  |
|  | (Position/ Title) | (Name) |
|  |       |       |
|  | (Signature) | (Date) |
| **HUMAN RESOURCES VERIFICATION :** |  |  |
| **Approved by:** |  |  |
|  | (Position/ Title) | (Name) |
|  |       |       |
|  | (Signature) | (Date) |

**Vision**

An empowered and connected community of older adults living their best lives

**Mission**

To be a leading provider of holistic and accessible health, lifestyle and wellness services, evolving around the needs and expectations of our community

**Values**

Collaboration - Compassion – Integrity - People Focused – Quality