



**ADVISORY GROUP
EXPRESSION OF INTEREST BOOKLET
DECEMBER 2023**

PREAMBLE

Dorset Employment Connect (DEC) is a Jobs Hub that Break O’Day Employment Connect (BODEC) has established to service the Dorset Council area as this provides a focal point to meet the needs of the Dorset community whilst remaining under the umbrella of BODEC which has contractual responsibilities with the State Government to deliver services to this area. DEC and BODEC are part of the Regional Jobs Hub (RJH) network which has been established to service the regional areas of Tasmania. The RJH network was specifically designed to address three key challenges outlined in the PESRAC report, necessitating a collective effort to enhance employment opportunities and income for Tasmanians:

1. Connecting people to jobs
2. Stimulating economic activity to generate employment
3. Ensuring individuals possess the requisite skills for available jobs



The Jobs Hubs operate within a complex environment where their flexibility and access to on-the-ground information means they can respond to local opportunities and needs as well as provide informative feedback into State Government policy and programs quickly.

What sets the RJH apart from conventional employment programs is its holistic and *place based and person-centered* approach. It not only matches job seekers with vacancies but also provides continuous training and support. A notable feature distinguishing it from other programs under the Commonwealth's Workforce Australia framework is its inclusivity, extending services to all job seekers, irrespective of their income support status—a departure from traditional limitations. The point of difference provided by the RJH also enables, retraining of local workforce to meet assessed local need, a bridging of disparate social service offerings to ensure the candidate is job ready, with tailored supports to enhance individual engagement in the workforce.

Jobs Hubs provide free service to job seekers and businesses, participation is voluntary, and it has been found that the majority of job seekers are non-Centrelink registered, and are engaging with a strong motivation to secure employment.

BODEC commenced operations in October 2020 following extensive community and business consultation in the Break O'Day area; the consultation provided insight into the local labour market and helped identify barriers to employment experienced by jobseekers and employers.

In October 2021 the Tasmanian Government recognised the effectiveness of our service and funded BODEC to expand beyond Break O'Day – to the south embracing the Bicheno/Coles Bay area, and north to the Dorset area. Businesses and job seekers in the Bicheno/Coles Bay area have already enjoyed some BODEC support but the additional funding means that from early 2022, a locally-based team member provides dedicated support to employers and job seekers in the area.

Through 2022, a local Dorset Region research and consultation exercise was conducted culminating in the publishing of a report that has guided the design and implementation of Dorset Employment Connect (DEC). The local consultation and subsequent expansion of the RJH network has ensured the DEC approach is tailored to the Dorset region, with locally-based expertise connecting employers and jobseekers and meeting the needs of Dorset communities.

In early 2023 DEC commenced the delivery of services in the Dorset area and we now have a team of two highly experienced Employment Connectors based in the Dorset area, Kate Brill (Senior Employment Connector) and Lauren Summer (Employment Connector). Both Kate and Lauren have a great understanding of the local labour market as well as the local community being long term residents of the area which is really important. Having a highly visible and accessible base of operations is important and recently DEC moved into office space at 3 King Street in Scottsdale as well as being highly mobile and providing support to job seekers and employers across the whole Dorset area.

A cornerstone of the operations of DEC are the electronic platforms with the DEC website and Facebook page providing easy ways to connect with what is happening through DEC.

PURPOSE

The purpose of the Dorset Employment Connect Advisory Group is to provide the Break O’Day Employment Connect Board with local insight and advice in regards to employment requirements specific to the region.

The activities and services of the Jobs Hub are delivered according to the requirements of an Agreement with the Tasmanian Government.

The Dorset Employment Connect Advisory Group will operate as a sub-group of the BODEC Board.

The goals of Dorset Employment Connect are to:

- Increase employment
- Increase workforce participation
- Increase engagement with formal education and training
- Address barriers to employment experienced by jobseekers and employers

The Break O’Day Employment Connect (BODEC) Board has responsibility to manage the business affairs of BODEC and DEC, ensuring that the Board acts in accordance with the Board Terms of Reference (attached). As a sub-committee of the Fingal Valley Neighbourhood House Inc. (FVNH), the Board must comply with the policies, procedures and requirements of the FVNH Board.

THE DEC ADVISORY GROUP

Membership of the Advisory Group will include a mix of individuals, to the largest extent possible, who can represent the views of:

- a. Local employers and industry.
- b. Community sector service providers.
- c. Different population cohorts in the regions eg. Aboriginal, migrant, youth.
- d. The different regions within the Board’s geographical coverage
- e. The local education and training sector

Members will be recruited locally, by referral, local networks or an Expression of Interest process, as determined by the Board and should have an appropriate gender mix .

The governance approach to date has focused on bringing key sectors to our meetings to discuss their sector and provide the BODEC Board with an understanding of the challenges and opportunities.

ROLE OF THE DEC ADVISORY GROUP

- a. Represent the views of the employers, job seekers, different population groups (ie. low SES, migrants, women, Aboriginal) community, business, and government services on barriers to employment, workforce participation, and education and training, and actions to address these.
- b. Support the strategic direction, coordination and oversight of stakeholders and activity consistent with the goals of DEC
- c. Provide advice, insight and information on the unique employment needs of the region
- d. Participate in strategic and operational planning and to monitor the progress of implementation.

EXPRESSIONS OF INTEREST

Expressions of Interest are sought from persons who believe that they can add value to the activities of DEC and its purpose.

- Members will be appointed by the existing BODEC Board based on merit, through a transparent process, and in alignment with the purpose, objective and goals, of the Board.
- Each Member will be appointed for a maximum term of two (2) years. A person appointed as a Member who remains eligible to be appointed a member, may be reappointed for a further period or periods subject to any extension of the Term of the Authority beyond two (2) years.
- Member recruitment will be based upon the individual having an appropriate mix and balance of skills, knowledge and experience as set out in the Selection Criteria below.

SELECTION CRITERIA

Members are appointed on the basis achieving an Advisory Group that has an appropriate mix and balance of skills, knowledge and experience required for it to fulfil its functions including the following:

- a. Experience as an office bearer or a member of an Advisory Group, Board or Sub-Committee in an incorporated or unincorporated association;
- b. Experience in operating a business;
- c. Qualifications or practical experience in accounting, financial management, governance or risk management;
- d. 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 geographical coverage of DEC
 - The local education and training sector

APPOINTMENT PROCESS

Expressions of Interest are to address the skills, knowledge and experience set out in the Selection Criteria above. The applications must include an Expression of Interest Form, 2 Professional Referees and a current Resume.

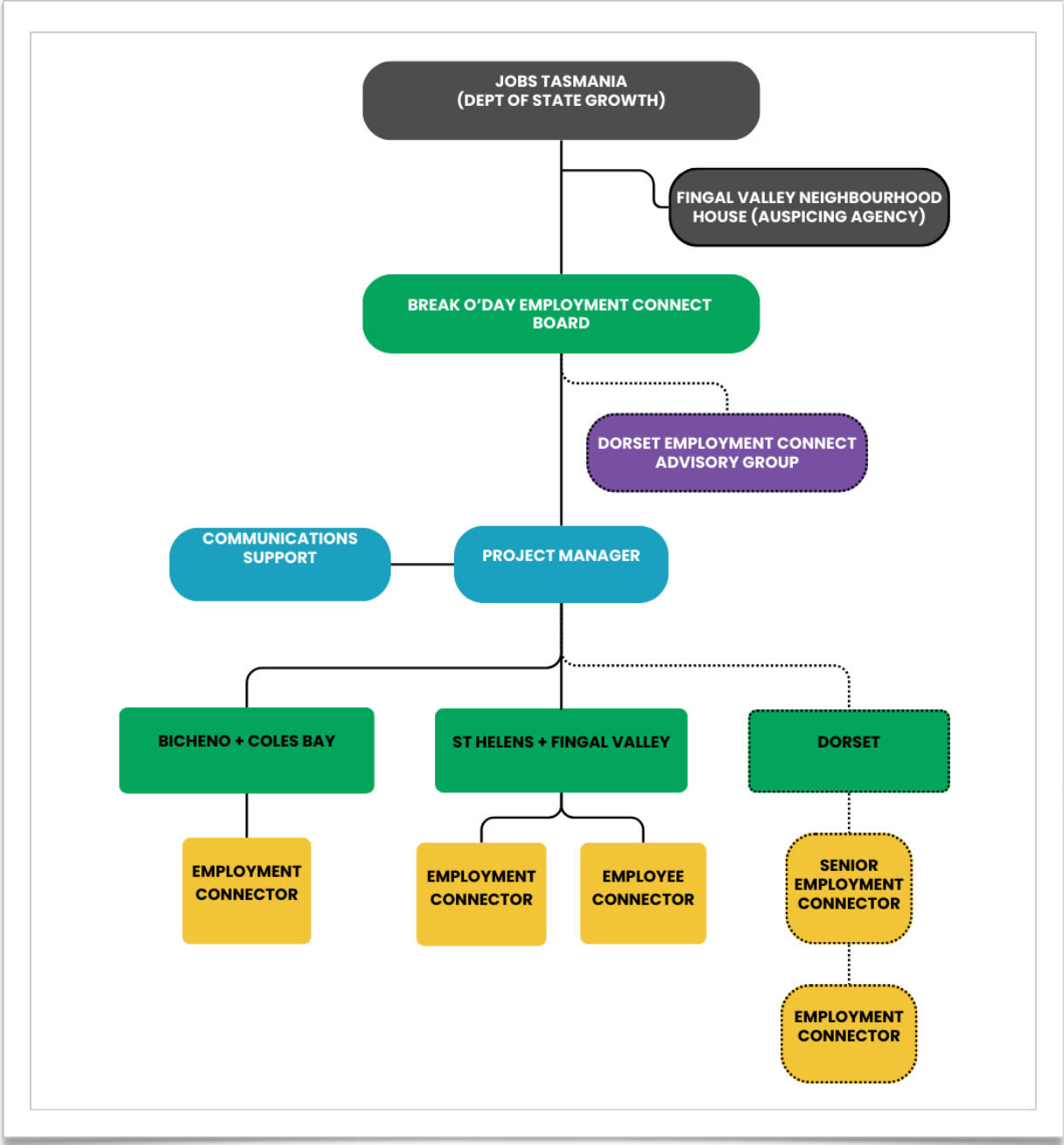
Expressions of Interest must be lodged with the BODEC Board Chairperson by email to : admin@dorsetec.org.au

The closing date for applications is 5:00pm on Friday 19 January 2024.

FURTHER INFORMATION CONTACT:

John Brown
Chairperson - BODEC Board
(03) 63767900 or
Email: john.brown@bodc.tas.gov.au

ORGANISATIONAL STRUCTURE:



ADVISORY GROUP CHAIRPERSON POSITION DESCRIPTION

POSITION

The Chairperson will provide leadership to the Advisory Group, as it contributes to the delivery and coordination of the regional Jobs Hub covering the Dorset local government area.

In discharging the role, the Chairperson will be impartial, ensuring the views of all members are canvassed, and ensuring meetings are conducted in good order.

The Chairperson will act as the chief spokesperson for the Advisory Group.

TERM

Chair will be appointed by the BODEC Board for a period of 2 years (maximum of 2 terms).

SERVICE DELIVERY FUNCTIONS

The Chairperson will be required to carry out their functions in accordance with the following:

- 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. Providing advice to BODEC Board, on policies and programs aligned with Jobs Tasmania's objectives.

CHAIRPERSON RESPONSIBILITIES

The Chairperson will:

- a. Provide leadership to the Advisory Group
- b. Practice and facilitate adherence to the principles of Good Governance
- c. Be responsible for representing community perspectives and acting in the best interests of the region to work to improve the access to employment for all people in their communities.
- d. Provide leadership to the community and act as an advocate for the work of the Advisory Group and its objectives.
- e. Reflect the values of the organisation in their actions as member of the Advisory Group.
- f. To lead a culture of collaboration and foster discussions that reflect diverse opinions and approaches, in a professional and respectful manner.
- g. Use their skills, knowledge and networks to assist in achieving the Goals of the Strategic Plan which includes developing and implementing strategies and Key Actions consistent with the scope of the Advisory Groups functions.
- h. Share information with the group and relevant stakeholders on activities that are related and of interest to the Role of the Advisory Group.

REMUNERATION & EXPENSES

Service on the Dorset Employment Connect Advisory Group 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 Advisory Group.

ADVISORY GROUP MEMBER POSITION DESCRIPTION

POSITION

The member will provide support to Break O'Day Employment Connect Board as it oversees the delivery and coordination of the activities of the regional Jobs Hub covering the Break O'Day and Dorset local government areas.

TERM

Member will be appointed by the Advisory Group for a period of 3 years and may be reappointed for a further period or periods subject to any extension of the Term of the Authority beyond three (3) years.

SERVICE DELIVERY FUNCTIONS

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

- 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.
- d. Providing advice to BODEC Board, on policies and programs aligned with Jobs Tasmania's objectives.

ADVISORY GROUP MEMBER RESPONSIBILITIES

Advisory Group Members will:

- a. Practice and adhere to the principles of Good Governance
- b. Be responsible for representing community perspectives and acting in the best interests of the region to work to improve the access to employment for all people in their communities.
- c. Provide leadership to the community and act as an advocate for the work of the Advisory Group and its objectives.
- d. Reflect the values of the organisation in their actions as member of the Advisory Group
- e. Contribute to a culture of collaboration and foster discussions that reflect diverse opinions and approaches, in a professional and respectful manner.
- f. Use their skills, knowledge and networks to assist in achieving the Goals of the Strategic Plan which includes developing and implementing strategies and Key Actions consistent with the scope of the Advisory Groups functions.
- g. Share information with the group and relevant stakeholders on activities that are related and of interest to the Role of the Advisory Group.

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Service on the Dorset Employment Connect Advisory Group 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 Group.