



South Australian  
Skills Commission  
**Board Member  
Specification**

# Board Member Specification

## Expression of Interest - Part-Time Appointment

**Applications must be received by the Office of the South Australian Skills Commission (Secretariat) before close of business on Wednesday, 12 April 2023.**

The *South Australian Skills Act 2008* (the Act) became operational on 1 July 2021. The South Australian Skills Commission (Commission) and role of the South Australian Skills Commissioner are established under the Act.

The Commission has advisory functions including to provide an annual report on the operation of the Act to the Minister for Education, Training and Skills, as well as a regulatory function for the administration of the apprenticeship and traineeship system in the State.

Additionally, Industry Skills Councils (ISC) are established comprising voluntary members representing a broad range of industry sectors to provide industry-led advice to Government through the Commission. Members of the Commission may also be required to chair an ISC.

The Commission is supported by the Secretariat to carry out its functions.

The full functions of the Commission are set out in the Act and include to:

- advise the Minister on matters relating to the development, funding, quality and performance of vocational education and training (VET) and adult community education (ACE); strategies and priorities for workforce development; the State's role as part of an integrated national system of education and training
- regulate the State's apprenticeship and traineeship system
- prepare the South Australian Skills Standards and other information
- undertake complaint handling, mediation and advocacy services
- monitor, and report to the Minister on, the state of VET and ACE in the State, including the expenditure of public money in those areas
- promote the development of investment, equity and participation in, and access to, VET and ACE
- promote pathways between the secondary school, VET, ACE, and higher education sectors
- enter into reciprocal arrangements with appropriate bodies with respect to the recognition of education and training
- monitor, and make recommendations to the Minister on, the administration and operation of this Act and such other functions as may be assigned.

A copy of the Strategic Plan 2022-24 is available via [skillscommission.sa.gov.au](https://skillscommission.sa.gov.au)



## Role of Board members

Members will collectively exercise the functions and powers of the Commission.

Commission members will be required to participate in regular meetings (i.e., monthly). Members may also be required to consider matters out of session when necessary.

Commission members may also be called upon to attend regional and/ or community meetings or events in a representative capacity, or act as spokespeople in relation to skills and workforce matters from time to time.

Each of the Industry Skills Councils is chaired by a Commission member with specific sector knowledge, as appropriate.

## Standards of conduct

Commission members will be expected to adhere to public sector standards and principles of conduct in order to ensure public confidence and trust in the Commission is maintained.

Pecuniary or other interests of a member that may be in conflict with their role as a member of the South Australian Skills Commission must be disclosed and managed in accordance with public sector standards. This may include registering the interest and abstaining from decisions that relate to the interest of the member.

## Eligibility to apply

The Act specifies that the Commission is to consist of up to ten members appointed by the Minister for Education, Training and Skills who, in the Minister's opinion, together have the abilities and experience required for the effective performance of the Commission's functions. The statutory body membership will reflect the Government's tripartite approach to skills and workforce development matters.

Applicants are required to complete and submit the Expression of Interest (EOI) application form along with an up-to-date Curriculum Vitae. Applicants will need to demonstrate their eligibility to work in Australia.

When completing the EOI form applicants must detail their knowledge, skills or experience relevant to the Commission's functions.

Applicants will also be required to provide details of two referees who are willing to support their application. Applicants may be invited to an interview to discuss their suitability.

## Desirable knowledge, skills and experience

In addition to the requirements outlined above, suitable candidates should be:

- qualified and/or experienced with a high record of professional achievement in one of the following fields: business, economics; the law; audit and risk; new and emerging industry sectors; vocational education/tertiary education policy, planning and research; equity; regulation and/or public administration
- committed to supporting employment growth and economic outcomes in accordance with the Act
- an effective oral and verbal communicator, able to explain technical and complex issues clearly and concisely for diverse audiences



- highly organised, with substantial experience overseeing the successful delivery of operational outcomes and ability to work well under pressure
- capable of making fair, balanced and consistent decisions in a complex environment without undue delay
- a person of compassion, maturity, discretion, patience and integrity who inspires respect and confidence.

## Remuneration

A member of the Commission is entitled to remuneration, allowances and expenses determined by the Minister. Remuneration will be in accordance with the South Australian [\*Premier and Cabinet Circular PC016 – Remuneration for Government Appointed Part-Time Boards and Committees\*](#).

## Term of appointment

Subject to the Act, a member of the Commission will hold office on conditions, and for a term (not exceeding 2 years), determined by the Minister and specified in the instrument of appointment and is, at the expiration of a term of office, eligible for reappointment.

## Application assessment and appointment process

Applications which are incomplete or do not answer the criteria will be excluded from the process.

Applications that meet the eligibility criteria will be assessed based on the applicant's EOI and Curriculum Vitae and a shortlist will be created.

Appointment of members, including terms and conditions, will be determined by the Minister for Education, Training and Skills. It is anticipated that Commission members will be appointed and commence work from mid-2023.

Details of all eligible applicants will be held on a register for up to two years and may be considered for appointment as needed during this time.

## Probity checks for shortlisted applicants

Appointees to government boards and committees need to have records of personal, professional and commercial integrity. Applicants subject to appointment will be required to provide a satisfactory national criminal record check as part of the selection process. Checks will also be undertaken of the Australian Securities and Investment Commission (ASIC), the National Personal Insolvency Index and other relevant regulator or authority registers, for example, Consumer and Business Services.



## How we manage your personal information

The South Australian Government will collect personal information to assess applicant suitability for appointment to the Commission. As part of the appointment process any personal information will be held confidentially and will only be disclosed to persons involved in the short listing and appointment process, unless required by law.

Personal information will be handled in accordance with South Australian [Premier and Cabinet Circular PC012 – Information Privacy Principles \(IPPS\) Instruction](#).

If you are appointed to the Commission, the following information will be made available to the public on a South Australian Government website and within press releases issued by the Minister for Education, Training and Skills:

- First name and surname
- The term of current appointment
- The position held, for example, Member
- An authorised biography

## How to apply

Applications can be lodged through the Commission's website. To apply to become a member of the South Australian Skills Commission you must submit a completed **Expression of Interest application form**, and an **up-to-date Curriculum Vitae**.

Applications close at 5.00pm (ACDT)  
Wednesday, 12 April 2023.

Confidential enquiries can be made via email to [EOISASC@sa.gov.au](mailto:EOISASC@sa.gov.au).

For further information please call 1800 006 488.

