



Candidate Information Book

Director

homesnorth
homes | lives | communities

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The Position - Director

POSITION TITLE: Director
DATE: September 2019

Nature and Scope

Homes North is a not-for-profit organisation serving the New England North West region, with offices located in Armidale, Glen Innes, Gunnedah, Inverell, Moree and Tamworth. Operating for over 30 years, Homes North creates secure, affordable and sensitively managed housing opportunities for low income households and strives for an integrated and inclusive approach to housing for all. Our history of growth spans back to 1982, when community organisations were established to provide homes to local youth otherwise ineligible for public housing. The Armidale Community Tenancy Scheme was one such organisation, which amalgamated with the Gunnedah Scheme in 1998 to become Homes North.

Over the past 30 years, Homes North has expanded substantially, providing community housing to families across several regional locations in the New England North West. Our property numbers have increased from a mere 5 in 1998, to over 2,600 in 2019, and today we have offices in Armidale, Glen Innes, Gunnedah, Inverell, Moree, and Tamworth. This growth has strengthened our commitment to partnering with individuals in the community.

Our vision is that every community member on low-to-moderate incomes in the New England North West region has a secure

Place to call home, which they can independently sustain into the foreseeable future. This vision recognises the continuum of housing needs - from emergency and short-term accommodation to address homelessness, through to supported and community housing, and over the long-term pathways to secure and affordable home ownership.

Community members may move in different directions along this continuum as a result of changes to their financial, health and family wellbeing.

Position Objectives

The Board of Homes North currently has two vacancies. One current vacant position and a retirement at the end of the year will create a second vacancy.

The Board is seeking at this point in time a person who identifies as Aboriginal and/or Torres Strait Islander. Homes North are committed providing culturally appropriate Aboriginal services and to further build our cultural capacity and community connectedness. Given some 44% of Homes North clients identify as being Aboriginal, the Board is seeking a person to be a part of our governance arrangements and be a direct source of advice on the cultural appropriateness of Homes Norths' policies and practice.

Having connections in the communities served by Homes North would be an advantage. The person does not have to be physically located in the region and could

participate both remotely and in person depending on the issues of the moment. We currently have a board member who resides in Sydney.

Support/Training/Mentoring

The Board is more than willing to consider applicants who have no prior Board experience or who have limited formal qualifications. Indeed one of the aims of the Board is to contribute to level of skill in the general Aboriginal community and provide training opportunities in Board practice. This may include the opportunity to have a mentor to assist the person as they learn the role.

Key Role Responsibilities

It is the role of Directors to ensure the Board is providing:

- leadership to the company
- clear and appropriate strategic direction to the company
- accountability to key stakeholders especially the members of the company
- oversight of policies including, but not limited to, industrial relations and quality assurance
- oversight of all control and accountability systems including all financial operations and solvency, risk management and compliance including legal compliance
- an effective management team
- timely and effective decisions on matters referred to it

It is the duty of Board members to:

- act for a proper purpose
- act with care and diligence
- act in good faith
- not to improperly use information
- not to improperly use their position
- to declare a conflict of interest
- To prevent insolvent trading

Selection Criteria

ESSENTIAL:

The essential requirement is to be an integral part of our governance arrangements with particular emphasis on indigenous cultural matters including how to be a source of advice on cultural matters and have the ability to indicate how we might appropriately source that further from the local communities and tenants. The person, as part of the Board would assist in ensuring that any policies set or practices mandated by the Board do minimise or avoids setting up cultural barriers with our clients.

To be eligible to be a Board member you must be:

- at least 18 years of age
- a financial member of the company (this costs \$1)
- supportive of the charitable purposes of the company which includes "Creating secure, affordable and sensitively managed housing opportunities for low income households, regardless of race, creed, colour, gender or sexual orientation"
- Sympathetic to the philosophy and practice of community housing.

DESIRABLE:

In considering the relevant skills individual Board members could best contribute to Homes North the Board has identified the most relevant skills to the corporation as being:

- Accounting
- Risk Management
- Networking
- Verbal Communication

How to Apply

Application process

A search process is being undertaken in parallel with the advertisement of the position. We will identify the widest possible field of suitably experienced and qualified candidates against the requirements for the role.

PROPOSED RECRUITMENT TIMELINE

Closing date

Applications will close on 30th September 2019.

Interviews

We are aiming to undertake interviews in early to mid-October

Commencement

We are aiming for our new board members to commence in December 2019

HOW TO APPLY

Applications for the position should include the candidate's full name, address, contact details and confidential email address, and comprise:

Candidate's Statement

A brief Statement of Application (no more than two pages) outlining what the candidate feels he/she brings to the position, and he/she would expect to accomplish in the role. If you would like some help to put this statement together please let Marie Augustin know and we will arrange an independent person to provide that assistance.

Response to the Selection Criteria

In no more than three pages, candidates are asked to respond to each of the Selection Criteria, taking into account experience, past roles and expertise.

Curriculum Vitae

Candidate CVs should document positions held, including relevant dates, title and reporting lines, responsibilities and key achievements. They should also list education, training and qualifications details, including certified copies. Candidates should also indicate any community or indigenous network they are part of.

Referees

Full contact details of three referees whom Homes North may contact. The candidate should state his/her relationship with the referee and why they have been nominated.

Referees will only be contacted after prior consultation with the candidate.

It is the candidate's responsibility to ensure that their referees are willing to provide feedback when contacted.

Date of Commencement

Candidates should give an indication of the earliest date on which they would be available to commence.

Applications should be sent by email to: chloeg@homesnorth.org.au

Location

The person could be located in the Northern Tablelands or North West of the state but equally a person could be located elsewhere and participate both remotely and in person depending on the issues of the moment.

