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| **Application for Appointment to the Board of Directors of The**  **Rural Workforce Agency, Victoria Limited** | | | | | |
| **1. Personal Details** | | | | | |
| Title: |  | | | | |
| Given names: |  | | | | |
| Family name: |  | | | | |
| **2. Contact Details**  *Please only provide details at which you are happy to be contacted in relation to this position.* | | | | | |
| Home phone: |  | | Work phone: | |  |
| Mobile phone: |  | | | | |
| E-mail address: |  | | | | |
| Postal address: |  | | | | |
| **3. Current Employment Details (if applicable)** | | | | | |
| Occupation: |  | | | | |
| Employer: |  | | | | |
| Address: |  | | | | |
| **4. Tertiary and Other Relevant Academic or Professional Qualifications** | | | | | |
| Qualification | | University / Institute | | Date awarded | |
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| **5. Committee or Board Experience**  *Please list any experience on Boards, Board committees or Advisory Committees.* | | | | | |
| Position / Title | | Organisation | | Start Date End Date | |
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| **6. Memberships**  *Please list memberships of any professional or industry bodies.* | | | | |
| Membership level | Body | | Start Date | |
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| **7. Conflicts of Interest** | | | | |
| Do you have any interests in a contract or proposed contract with Rural Workforce Agency, Victoria Limited? | | | Yes | No |
| *If yes, please provide details:* |  | | | |
| Do you hold an office or have an interest, whereby whether directly or indirectly, a conflict could arise with your duties and interest as a Director of Rural Workforce Agency, Victoria Limited? | | | Yes | No |
| *If yes, please provide details:* |  | | | |
| **8. Time Commitment** | | | | |
| Do you have sufficient time available to meet the commitment required of Directors? Over the course of the next 12 months, each Director is expected to:   * *Prepare, travel and attend a minimum of five meetings per year.* * *Attendance at a Strategic Planning Workshop (one-day).* * *Attendance at the Annual General Meeting of Rural Workforce Agency, Victoria Limited.* * *Attend to all other matters including any such attendances as are necessary to fulfil the role of Director* | | | Yes | No |
| **9. Where did you hear about the Call for Nominations?** | | | | |
| *Please provide details:* | |  | | |

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| **10. Director Pre-Appointment Checks** | | |
| The following background checks may be undertaken in respect of a potential director who is selected for interview, are you agreeable to this occurring:   * **Referees**   *Potential directors nominate referees who can comment on their suitability for service as a director*   * **Bankruptcy**   *A person who has been, or who becomes, bankrupt will typically be disqualified from appointment, or continued membership of a board. The following two checks are undertaken:*   * *Australian Security and Investment Commission Register of Persons Prohibited or Disqualified by ASIC under provision of the Corporations Act 2001 (Cwlth)* * *Insolvency and Trustee Service Australia National Personal Insolvency Index* * **Police Check**   *A person convicted of an offence, unless it is very minor, may not be suitable for service on a board.*   * **A declaration of private of interest provided by the potential director**   *This discloses actual or potential conflicts of interest.*   * **Disqualification from acting as a director**   *A person who has ever been disqualified by a court or the Australian Securities and Investments Commission from acting as a director or manager may not be suitable as a director.* | Yes | No |

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| **11. References**  *Provide the names and contact details of two people who are prepared to provide a character reference about you.*  *Please only provide contact details at which your referees are happy to be contacted.* | | | |
| **Referee 1** | | | |
| Name: |  | | |
| Home phone: |  | Work phone: |  |
| Mobile phone: |  | | |
| E-mail address: |  | | |
| **Referee 2** | | | |
| Name: |  | | |
| Home phone: |  | Work phone: |  |
| Mobile phone: |  | | |
| E-mail address: |  | | |

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| **Skills Self-Assessment** |
| ***Please note:*** *It is not expected that each individual Member will hold all relevant professional and industry skills. However, it is expected these skills will collectively be held by the Board. Please provide relevant details against each of skills listed below (please note word limit of 250 words)* |

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| **Governance** |
| Strategy  Ability to think strategically, identify and critically assess strategic opportunities and threats, and to develop effective strategies in the context of the objectives of the Rural Workforce Agency, Victoria Limited and relevant national policies and priorities. |
| *Please provide details:* |
| **Financial performance**  Suitable experience in accounting and/or finance and the ability to analyse key financial statements, critically assess financial viability and performance, contribute to strategic financial planning, oversee budgets and efficient use of resources and oversee funding arrangements and accountability. |
| *Please provide details:* |
| **Corporate governance**  Knowledge and experience in best practice corporate governance including the fiduciary and legislative frameworks that underpin the organisation in the not-for-profit context. |
| *Please provide details:* |
| **Information technology and digital disruption**  Knowledge and experience in the strategic use and governance of information management and information technology including transformation caused by emerging digital technologies. |
| *Please provide details:* |
| **Commercial experience**  A broad range of commercial/business experience, preferably in the small to medium enterprise context. Example skills may include set-up of businesses, business systems, practices and improvement. |
| *Please provide details:* |
| **Industry Skills** |
| **Primary Health Care**  Experience in primary health care, for example, general practice, nursing, allied health, pharmacy or aged care. |
| *Please provide details:* |
| **Understanding of the Rural Health Sector**  Knowledge and experience in respect of the delivery of primary health care services in rural communities including contemporary issues and the policy environment. |
| *Please provide details:* |
| **Health Workforce planning and recruitment**  Knowledge, experience and understanding of workforce planning, recruitment and development in rural and/or health sector. |
| *Please provide details:* |
| **Legal** |
| Knowledge, experience and understanding of legal issues relevant to a not for profit organisation undertaking service delivery. |
| *Please provide details:* |
| **Social Media** |
| Knowledge, experience and understanding of the utilisation of social media in workforce attraction, recruitment and development in rural and/or health sectors. |
| *Please provide details:* |
| **Advocacy** |
| Experience and understanding of representing an organisation to key stakeholders and sectors such as government, funding agencies and the health workforce sector. |
| *Please provide details:* |
| **Strategic Partnership**  Experience and networks with rural health stakeholders including community organisations, health professionals, general practice, primary health care providers and the ability to effectively engage and communicate with those stakeholders. |
| *Please provide details:* |
| **Risk and compliance oversight**  Ability to identify key risks to the organisation in a wide range of areas including legal and regulatory compliance, and monitor risk and compliance management frameworks and systems. |
| *Please provide details:* |
| **Quality Management** |
| Knowledge, experience and understanding of quality management systems/frameworks including implementation. |
| *Please provide details:* |
| **Not for Profit Organisation**  Knowledge and experience of the organisational management of a not for profit/government funded organisation undertaking service delivery.  *Please provide details:* |
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| **Why are you interested in being on the RWAV Board?**  *Please provide details:* |
| **What would you bring to RWAV?**  *Please provide details:* |

Please submit completed **APPLICATION** and **CV** to:

**SUBMIT TO:** [board@rwav.com.au](mailto:board@rwav.com.au)

**CLOSING DATE:** Friday 13 October 2017