

# POSITION DESCRIPTION

## Director



Issued:

Revised: October 2016

Person Responsible: REDI.E Chairperson

<b>Position Title</b>	Director
<b>Division</b>	REDI.E Board Directors
<b>Key purpose of position</b>	The Board of Directors are responsible for managing and directing the activities of REDI.E to achieve the objects set out in its constitution. The Board acts through the Chief Executive Officer ( <b>CEO</b> ) who is responsible for managing the business and affairs of REDI.E under the authority delegated to the CEO by the Board.
<b>Selection Criteria:</b>	<ul style="list-style-type: none"><li>• Aboriginality;</li><li>• A strong connection and knowledge of the Aboriginal culture and communities within the Murdi Paaki region;</li><li>• Ability to develop and maintain effective working relationships with key stakeholders across the Murdi Paaki region;</li><li>• Excellent communication and interpersonal skills;</li><li>• Computer literacy including Microsoft Outlook;</li><li>• It is desirable that applicants have skills in one of the following areas; management / leadership, financial management, corporate governance, strategic planning, community services or be able to demonstrate strong business acumen.</li></ul>
<b>Responsibilities/Duties of Director</b>	<ul style="list-style-type: none"><li>• Attendance and engagement at the REDI.E Board meetings;</li><li>• To participate and engage in the strategic planning for REDI.E and to ensure that the strategy is regularly reviewed and updated as needed;</li><li>• To ensure the systems, resources and policies are adequate to implement REDI.E's strategy, business plan and risk management framework;</li><li>• To ensure that the delegations are clearly defined and meet REDI.E's risk management objectives and compliance requirements;</li><li>• To ensure that all REDI.E's material contracts are properly authorised and documented;</li><li>• Review audit, financial, safety, compliance, internal controls and other systems that are in place or needed to monitor, report and manage the risks identified in REDI.E's risk management framework;</li><li>• Represent REDI.E at official and public functions, always in a manner that is consistent with REDI.E's objects;</li><li>• Participate in performance measures of the Board's own performance, and ensuring that the Board regularly (and at least annually) reviews its own performance against REDI.E's objects and those Board performance measures.</li></ul>

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<b>Workplace Health and Safety</b>	All Directors and Employees are responsible to: <ul style="list-style-type: none"><li>• Abide by the <i>Workplace Health and Safety Act 2011</i> and <i>Workplace Health and Safety Regulation 2011</i></li><li>• Take reasonable care for the health and safety of others.</li><li>• Cooperate with management in the maintenance of a safe working environment by reporting all injuries, hazards and hazardous incidents to their immediate supervisor or to the Occupational Health and Safety Committee.</li><li>• Comply with any Safe Work Practice which has been established, including wearing any personal Protective Equipment. Employees must not interfere with or misuse anything provided in the interest of health, safety and welfare.</li></ul>
<b>Other Requirements</b>	All Directors; <ul style="list-style-type: none"><li>• Are required to be bound by REDI.E Policies and Procedures.</li><li>• Must abide by the Code of Conduct, maintain confidentiality and act professionally.</li><li>• Will not act contrary to law while performing duties in the position.</li><li>• Will be the subject of a Criminal Record Check.</li></ul>
<b>Reference</b>	REDI.E Policies and Procedures
<b>Authorised by</b>	REDI.E Board of Directors

### Director Declaration

I have read and understood the information contained within this Position Description,

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Print Name

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Signature of Employee

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Date