

Position Description

Position Title:	Board Director, Unison Housing Ltd consolidated group
Employment Status:	Volunteer position
Primary location	117 Berkeley Street, Melbourne. Board meetings are held in person, with subcommittee meetings held online.
Term of office	3 year term, with an option for 2 additional terms
Time commitment	<p>There are 8 Board meetings per year after hours plus an AGM. Every director has a time commitment of approximately 4-5 hours to prepare and participate in these meetings.</p> <p>Subcommittees for Finance Audit Risk (FARCOM) and Development Committee (DEVCOM) also hold an additional 4 and 5 meetings per year respectively. These meetings are held during office hours.</p> <p>There are time periods when Board Directors may be expected to contribute additional time to the Board. It is anticipated that the first six months of this appointment will require an additional time commitment for induction.</p>
Salary	This is a voluntary role (no remuneration is paid).

About Unison

Unison is a not-for-profit organisation that works to reduce disadvantage and social exclusion by creating communities that thrive. We develop, own and manage social, transitional and affordable housing and provide commercial property management, owners corporation management, and cleaning and grounds services.

We believe that affordable housing is the foundation on which to build a life of value but that a good life takes more than just housing. A good life takes place in a community. Unison also assists over 3,500 people who are homeless or at risk of homelessness each year.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, and the LGBTIQ+ communities, to join our workforce.



OUR VISION

Communities that thrive.

OUR PURPOSE

Collaborate to create vibrant, sustainable communities by developing, managing and providing access to housing.

As a values-based organisation, Unison seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high work standards in line with our values.

At Unison we value:



PEOPLE

We put the customer at the heart of what we do, we value each other and welcome diversity.



RESPECT

We are respectful of all and welcome open and honest discussion.



POSITIVITY

We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions.



ACCOUNTABILITY

We do what we say we will do.

The Opportunity

Due to recent vacancies, the Unison Housing Ltd consolidated group is seeking 2 new dynamic directors to join our board as we implement our newly created 2024-2027 strategic plan. Through this strategic process we have identified the following skills needed to complement our existing membership:

1. Human resources, with a focus on building organisational capacity and business transformation.
2. Structured finance, with a focus on complex commercial structures and project delivery

Key Responsibilities

As a Board Director, you will have empathy with our mission, vision and values. You will play a critical role in the strategic direction, governance and financial sustainability of Unison by:

- Understanding the big picture and emerging issues that will impact the organisation and broader housing sector.

- Providing strategic guidance, oversight, monitoring performance against and contributing to the development of the strategic plan
- Critically reviewing and approving annual operating and capital budgets, monthly reports and key financial metrics
- Establishing a risk management framework to review and prioritise risks to the organisation and develops strategies to control or mitigate risks
- Ensuring that the organisation is accountable and meeting reporting requirements of the Housing Registrar, Homes Victoria and Housing Australia
- Participating on associated subcommittee meetings, where deemed appropriate
- Actively participating and attending Board meetings, devoting sufficient time for preparation, providing input on strategic decisions, policies and governance matters for Board meetings to allow full and appropriate participation in the Board’s deliberations
- Complying with relevant laws, regulations, ethical standards and Unison’s Code of Conduct, staying up to date with Board-level responsibilities in these areas.
- Serve as an ambassador for Unison, representing the organisation across networks, stakeholders and within the community.

Key Selection Criteria

<p>Qualifications and experience</p>	<p>Required</p> <ul style="list-style-type: none"> • Previous experience serving on boards or equivalent leadership roles • Demonstrated experience in building organisational capacity and business transformation or, • Demonstrated experience in structured finance and development, with a proven track record of success in large scale projects • Strong understanding of risk management, financial management, governance processes and structures <p>Desirable</p> <ul style="list-style-type: none"> • Familiarity with the not-for-profit sector • Knowledge and understanding of the challenges and opportunities within the community housing sector • AICD Company Director’s course or equivalent training certification
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Demonstrated high-level interpersonal and team skills, including the ability to work cooperatively and promote a positive approach. • Commitment to social justice and desire to promote and model the values of Unison in all interactions with employees, renters, clients, and the broader community.
<p>Knowledge and skills</p>	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Strong attention to detail • Experience in managing areas of major risk and associated frameworks

Other requirements	<ul style="list-style-type: none">• This role is subject to a satisfactory National Police History check and Working with Children Check.• You must have a Director ID Director identification number Australian Business Registry Services (ABRS)• Applicants who have lived overseas for 12 months or longer during the past ten years must provide the results of an International Police Check.• All directors are required to provide evidence of 2 COVID-19 vaccinations
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How to Apply

Applicant should send a cover letter addressing the selection criteria and your CV detailing relevant experience to the Company Secretary, Sheri Johnston at sjohnston@unison.org.au.

For a confidential discussion about the role, please contact sjohnston@unison.org.au who can assist in this process.

Applications close 15 May 2024.