



Break^oDay
Employment
Connect.

D^orset
Employment
Connect.



MANAGEMENT COMMITTEE

Expression of Interest

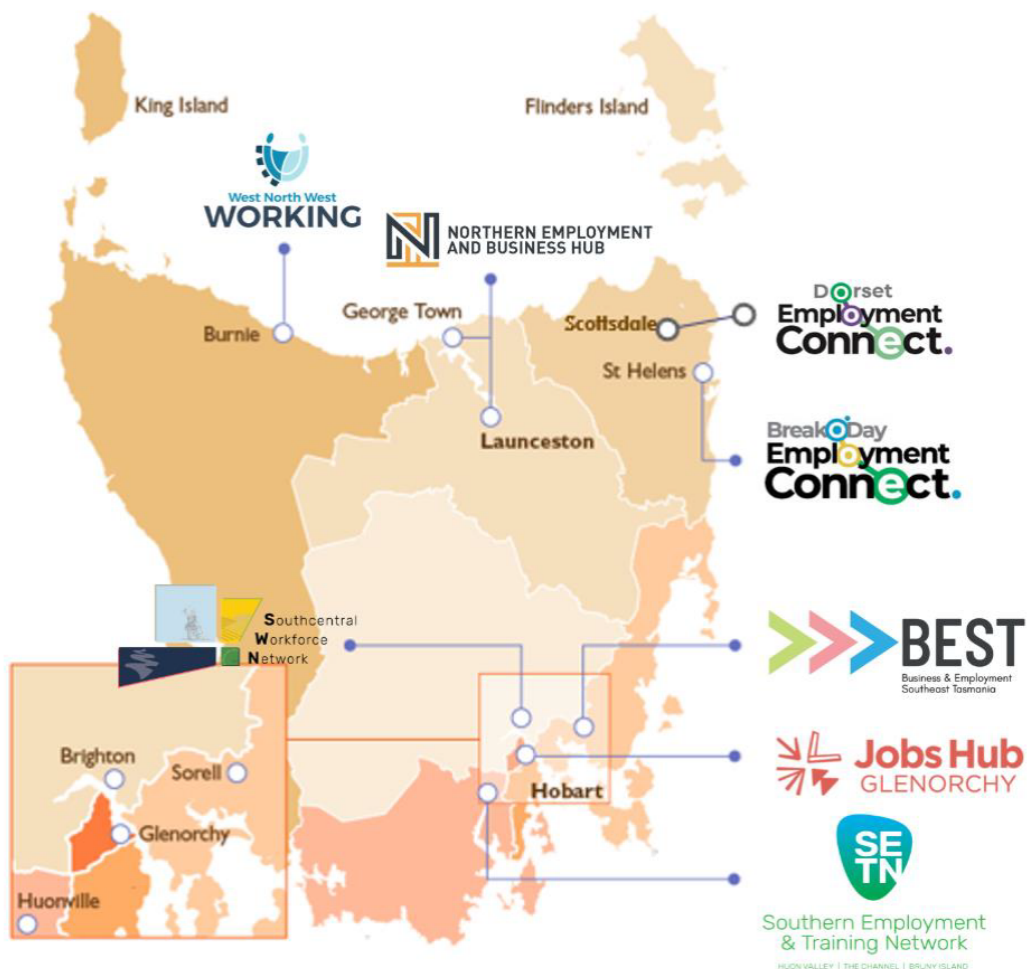
April 2026

PREAMBLE

Break O’Day Employment Connect (BODEC) and Dorset Employment Connect (DEC) are local Jobs Hubs and are part of a network of eight (8) hubs servicing regional Tasmania, funded by the Tasmanian Government. We help people in the Break O’Day, Dorset and Bicheno/Coles Bay areas to find work, and we support local employers to recruit and keep staff.

BODEC started in October 2020, and DEC opened in 2023, after listening to local employers and the community about what’s needed in the region. We deliver services across the Break O’Day and Dorset Council areas and the Bicheno/Coles Bay area, with Jobs Hubs offices in St Helens and Scottsdale. Our focus is simple:

1. Connecting people to jobs
2. Stimulating economic activity to generate employment
3. Ensuring individuals possess the requisite skills for available jobs



The Jobs Hubs operate within a complex environment where their flexibility and access to on-the-ground information means they can respond to local opportunities and needs as well as provide informative feedback into State Government policy and programs quickly.

What makes our Jobs Hub different is that we offer wrap-around support—before and after someone starts work. We help with resumes, confidence, training and practical barriers (like transport), and we work closely with local employers to match people to real opportunities. Our service is free, inclusive

and available to anyone looking for work (including people not on income support), which means we can respond to local workforce needs and connect people to the right supports to succeed.

Our support is free and voluntary for both job seekers and employers. Many people who use the Jobs Hub aren't registered with Centrelink—they come to us because they want to find work or change jobs.

Following the commencement of operations in October 2020, in October 2021 the Tasmanian Government recognised the effectiveness of our service and funded BODEC to expand beyond Break O'Day – to the south embracing the Bicheno/Coles Bay area, and north to the Dorset area. Businesses and job seekers in the Bicheno/Coles Bay area have already enjoyed some BODEC support, but the additional funding means that from early 2022, a locally based team member provided dedicated support to the area's employers and job seekers.

Through 2022, a local Dorset Region research and consultation exercise was conducted culminating in the publishing of a report that has guided the design and implementation of Dorset Employment Connect (DEC). The local consultation and subsequent expansion of the network has ensured the DEC approach is tailored to the Dorset region, with locally based expertise connecting employers and jobseekers and meeting the needs of Dorset communities.

In early 2023 DEC commenced the delivery of services in the Dorset area and we now have a team of highly experienced Employment Connectors based in the Dorset area under the leadership of a Senior Employment Connector. The team have a great understanding of the local labour market as well as the local community, being long-term residents of the area which is really important. Having a highly visible and accessible base of operations is important and our Hubs are located in Cecilia Street, St Helens and King Street Scottsdale. We are also highly mobile and provide support to job seekers and employers across the whole of the geographical area we service.

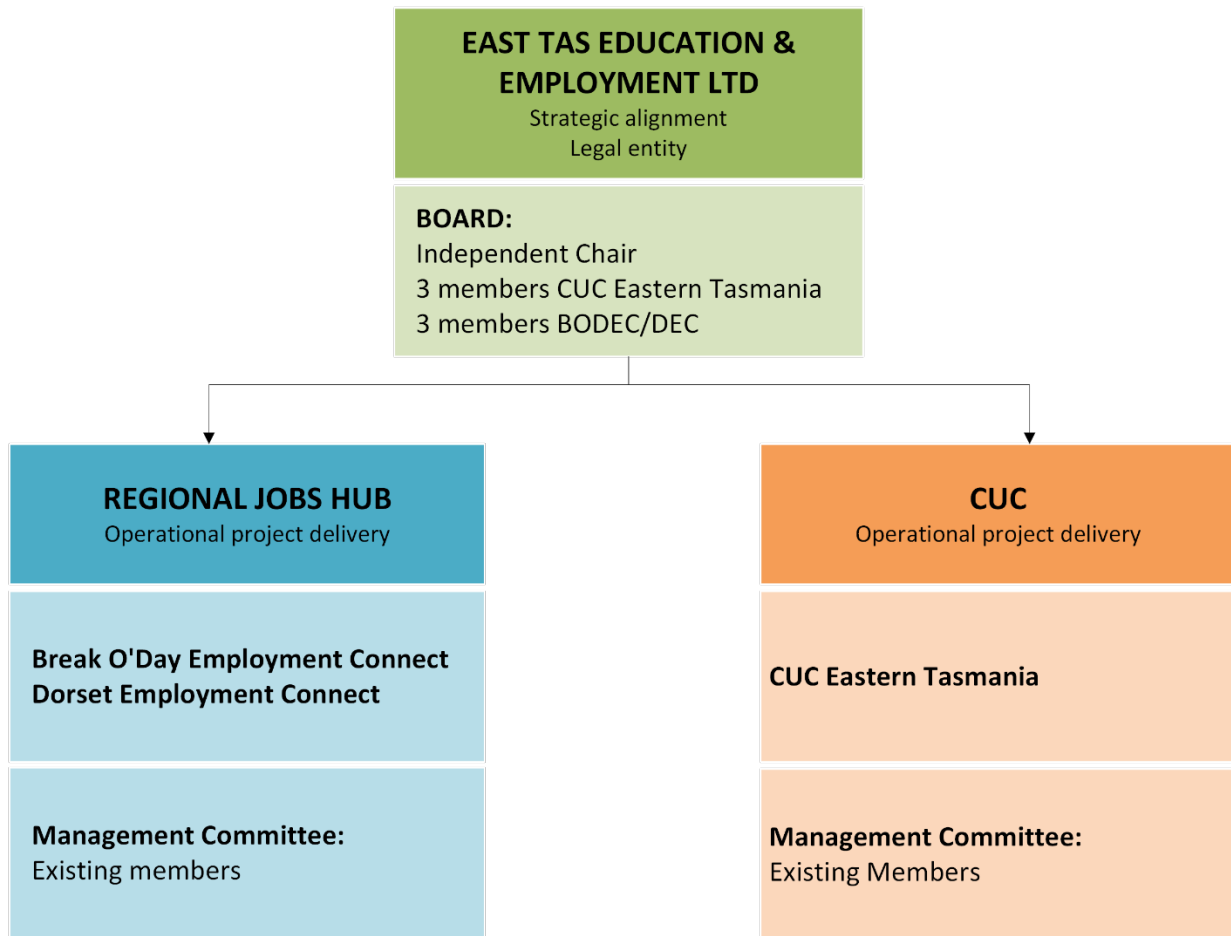
A cornerstone of the operations of our Hubs are the electronic platforms with the websites and Facebook pages providing easy ways to connect with what is happening through BODEC and DEC.

For the last five years BODEC has been auspiced by the Fingal Valley Neighbourhood House and its operations transitioned to East Tas Education and Employment Ltd (ETEE) on 31 March 2026, now operating alongside Country University Centre (CUC) Eastern Tasmania as a Management Committee of ETEE.

ETEE is a Company Limited by Guarantee established in 2025 to facilitate education and employment outcomes in Eastern Tasmania. ETEE holds ACNC charitable status and operates under the Corporations Act 2001.

There are two primary program areas within ETEE:

- The Regional University Study Hub (CUC Eastern Tasmania) has operated since September 2025. CUC Eastern Tasmania is part of the Australian Government’s Regional University Study Hub Program and is affiliated with Country Universities Centre, a network of study hubs across Australia.
- The Regional Jobs Hub, Break O’Day Employment Connect (BODEC) which has operated since 2020 as part of the Tasmanian Government’s Regional Jobs Hub Network, administered by Jobs Tasmania within the Department of State Growth.



PURPOSE

The Constitution of ETEE states:

- a. *The Object of the Company is to pursue the charitable purpose of advancing education.*
- b. *The Company may pursue and promote its Object by, including but not limited to:*
 - i. *facilitating, delivering, promoting and providing access to university and higher education, including by:*
 - A. *servicing as the primary point of contact for the delivery of university education and higher education in the Region;*
 - B. *facilitating and promoting education and career pathways between schools, vocational education and training providers, universities, higher education providers and industry;*
 - C. *coordinating and supporting research and partnerships, especially those which assist in sustainable development of the Region; and*
 - D. *promoting and assisting lifelong learning and raising community aspirations, particularly in the Region;*
 - ii. *facilitating, delivering, promoting and providing access to services for individuals experiencing disadvantage and requiring support to secure employment, including by:*
 - A. *providing career development and employment support services, such as job placement assistance; and*
 - B. *facilitating training programs, workshops and mentoring initiatives that enhance job readiness, skill development and career progression for job seekers, particularly those facing barriers to employment;*
 - iii. *acting as trustee and performing and discharging the duties and functions incidental thereto where this is incidental or conducive to the attainment of the Object; and*
 - iv. *doing other things as are incidental or conducive to the attainment of the Object.*

The purpose of the Break O'Day Employment Connect / Dorset Employment Connect Management Committee is to deliver Regional Jobs Hub services and related projects in the area covering the Break O'Day and Dorset local government areas as well as the northern part of the Glamorgan-Spring Bay local government area encompassing Bicheno and Coles Bay. The activities and services of the Jobs Hub are delivered according to the requirements of an Agreement with the Tasmanian Government.

Break O'Day Employment Connect and Dorset Employment Connect operates as a management committee of East Tas Education and Employment (ETEE) Ltd which is the responsible legal entity.

The objectives and goals of Break O'Day Employment Connect and Dorset Employment Connect are to:

- Increase employment
- Increase workforce participation
- Increase engagement with formal education and training
- Address barriers to employment experienced by job seekers and employers

THE MANAGEMENT COMMITTEE

The Break O’Day Employment Connect (BODEC) and Dorset Employment Connect (DEC) Management Committee has responsibility to manage the business and other affairs of BODEC/DEC, ensuring that the Committee acts in accordance with the Management Committee Terms of Reference (attached). As a Management Committee of ETEE, the Management Committee must comply with the policies, procedures and requirements of the ETEE Board.

Membership of the Committee will include a mix of individuals (to the largest extent possible) who can represent the views of:

- a. local employers and industry.
- b. community sector service providers.
- c. different population cohorts in the regions eg. Aboriginal, migrant, youth.
- d. the different regions within the Management Committee’s geographical coverage
- e. the local education and training sector

Roles will be recruited through an Expression of Interest process as determined by the ETEE Board and should have a broad demographic mix.

The governance approach to date has focused on bringing key sectors to our meetings to discuss their sector and provide the BODEC/DEC Management Committee with an understanding of the challenges and opportunities.

ROLE OF THE MANAGEMENT COMMITTEE

- a. operational strategy including preparation of an annual operational plan.
- b. development of budgets for consideration and approval by the ETEE Board.
- c. delivery of program objectives in accordance with grant funding conditions.
- d. preparation of reports relating to grant funding from Jobs Tasmania and other organisations providing funding to BODEC.
- e. monitoring program performance and reporting to ETEE Board.
- f. stakeholder engagement within their respective sectors.
- g. provide advice to Jobs Tasmania and other State and Australian Government agencies, on policies and programs aligned to the objectives.

EXPRESSIONS OF INTEREST

We're inviting Expressions of Interest from people who want to help guide BODEC/DEC's work and strengthen employment outcomes in our region.

Management Committee members are appointed by the ETEE Board through a fair and transparent process. Appointments are based on the skills and experience needed to support strong governance and guide the Jobs Hubs work.

Members are appointed for up to three years. Eligible members may be reappointed for additional terms.

SELECTION CRITERIA

Members are appointed on the basis achieving a Management Committee that has an appropriate mix and balance of skills, knowledge and experience required for it to fulfil its functions including the following:

- a. Experience as an office bearer or a member of a Board or Committee in an incorporated or unincorporated association;
- b. Management, leadership or service delivery;
- c. Qualifications or practical experience in a field relevant to governance e.g. accounting, financial or operational management, project management or risk management;
- d. Representative of some or all of the following views:
 - Local employers and industry
 - Community sector service providers
 - Different population cohorts in the regions eg. Aboriginal, migrant, youth, LGBTQIA+.
 - The different regions within the Board's geographical coverage
 - The local education and training sector.

APPOINTMENT PROCESS

Expressions of Interest are to address the skills, knowledge and experience set out in the Selection Criteria above.

Expressions of Interest must be lodged with the ETEE Board by email to:

molli.brown@bodc.tas.gov.au

The closing date for expressions of interest is 5:00pm Wednesday 13 May 2026.

FURTHER INFORMATION

For further information, please contact:

John Brown

General Manager

Break O'Day Council

(03) 63767900 or

Email john.brown@bodc.tas.gov.au



MANAGEMENT COMMITTEE MEMBER POSITION DESCRIPTION

POSITION

The member will provide support to Break O’Day Employment Connect / Dorset Employment Connect as it oversees the delivery and coordination of the activities as a regional Jobs Hubs covering the Break O’Day and Dorset local government areas as well as the northern part of the Glamorgan-Spring Bay local government area encompassing Bicheno and Coles Bay, as well as the Dorset local government area.

TERM

Members will be appointed by the Board for a period of 3 years and may be reappointed for a further period or periods subject to any extension of the Term of the Authority beyond three (3) years.

SERVICE DELIVERY FUNCTIONS

The Member will be required to carry out their functions (along with the Chairperson) in accordance with the following:

- a. Representing the views of employers, job seekers, different population groups (ie. Low socio-economic Status, migrants, women, Aboriginal) community, business, and government services on barriers to employment, workforce participation and training, and actions to address these.
- b. Supporting the strategic direction, coordination and oversight of stakeholders and activity consistent with Jobs Tasmania’s objectives.
- c. Develop budgets for consideration and approval by the ETEE Board.
- d. Be accountable for delivery and reporting on projects Jobs Tasmania funds through BODEC.
- e. Facilitate communication with the community, industry and employers on employment and training opportunities.
- f. Provide information when required to Jobs Tasmania and other State and Australian Government agencies, on policies and programs aligned with Jobs Tasmania’s objectives.
- g. Monitor program performance and reporting to the ETEE Board.
- h. Provide advice to the ETEE Board and participate in ETEE Board activities as required.
- i. Stakeholder engagement within members’ respective sectors.

LEADERSHIP, GOVERNANCE, ADMINISTRATION AND FISCAL MANAGEMENT

The Member will be required to carry out their functions (along with the Chair) in accordance with the following:

- a. Ensure the business and affairs of BODEC are conducted in a manner that is commercially sound, is consistent with BODEC/DEC strategic and operational plans.
- b. Review and approve the annual budget.
- c. Provide advice, information and assistance to the ETEE Board on its activities as

- needed.
- d. Consult ETEE and Jobs Tasmania on the strategic direction of BODEC/DEC.
 - e. Engage with Jobs Tasmania on the activities and projects of BODEC/DEC.
 - f. Have regard to the economic and social wellbeing of its customers, employers, and the community generally.
 - g. Participate in the development, review and endorsement of the Strategic Plan and Operational Plans for BODE/DEC.
 - h. Review annual and progress reporting.
 - i. Ensure that recruitment and employment occurs in accordance with contemporary human resource practices, in line with ETEE policies and procedures.
 - j. Ensure appropriate risk management and policy frameworks are in place, in line with ETEE policies and procedures.
 - k. Maintain a strong working relationship and communication with the ETEE Board.

BOARD MEMBER RESPONSIBILITIES

Board Members will:

- a. Practice and adhere to the principles of Good Governance
- b. be responsible for representing community perspectives and acting in the best interests of the region to work to improve the access to employment for all people in their communities.
- c. provide leadership to the community and act as an advocate for the work of the Management Committee and its objectives.
- d. Reflect the Values of the organisation in their actions as part of the Management Committee.
- e. reconcile differences in opinion and approach and resolve disputes arising from them in a professional and respectful manner.
- f. Use their skills, knowledge and networks to assist in achieving the Goals of the Strategic Plan which includes developing and implementing strategies and Key Actions consistent with the scope of the Management Committee's functions.
- g. Share information with the group and relevant stakeholders on activities that are related and of interest to the Role of the Management committee.

REMUNERATION & EXPENSES

Service on the Break O'Day Employment Connect / Dorset Employment Connect Management Committee is without remuneration, except for reimbursement for what is determined to be reasonable travel, accommodation and other expenses incurred while engaged on business of the Management Committee.



SUPPORTED BY

