



Australian Government



**National
Careers
Institute**

National Careers Institute Advisory Board

Terms of Reference

Purpose

The Board will guide the National Careers Institute's (NCI) strategic direction and provide independent, expert advice to support the NCI in delivering its purpose, objectives and defined role as outlined in the Charter. The Charter is approved by the Minister.

Responsibilities

The Board is responsible for providing independent strategic advice to the Executive Director in relation to:

- Direction setting and delivery consistent with the Charter and Strategic Plan
- Market intelligence and horizon scanning (e.g. how the careers sector is changing, what innovations are emerging and what impact these could have)
- Consumer and stakeholder experiences, and career pathways (e.g. what the lived experience of individuals, employers and other stakeholders is)
- Identification of service gaps and opportunities (e.g. what industries, cohorts or stakeholders need and expect, and how the NCI could balance, prioritise and address these)
- Contemporary best practice (international and domestic) and how this could be applied or adapted in Australia's national context
- Performance and impact measurement

The Board may be asked to engage with stakeholders within and external to Government to inform its advice.

The Board will provide this advice through regularly scheduled meetings, or on an as-needed basis as requested by the Executive Director.

Membership, Composition and Appointment Arrangements

Members are appointed by the Minister, on the recommendation of the Executive Director, through the Secretary.

The Board may have up to nine official skills-based positions including a Chair. In addition to the nine official positions, the Board includes two ex-officio positions: the Executive Director of the NCI and the Director, Jobs and Skills Australia.

Members' appointments will be for a period of up to two years. The Executive Director may recommend the extension of a Member's appointment for up to an additional two years. The Board will have a majority of independent members from outside the Australian Government.

Members will be invited to participate in the Board's activities on the basis of their expertise and ability to provide independent, expert advice in the following areas:

- Career navigation and support
- Education, Skills and Training
- Employment and Industry
- Market insights, research and innovation
- Target cohort communications, advocacy and analysis
- Data and digital delivery

The expertise and skills of Members will be reviewed every two years, in line with appointment timeframes, to ensure they support the achievements and purpose of the NCI.

A Member can resign from the Board via a written statement to both the Minister, and the Chair. If any Member is unable to continue their role on the Board, the Minister will appoint a replacement on the recommendation of the Executive Director, through the Secretary. The Minister may also terminate the appointment of a Member in accordance with their appointment conditions or where the Member fails to comply with the conflict of interest declaration or allows a private interest to interfere with the proper discharge of duties as a Member.

Other Government, industry or research experts may be invited to attend Board meetings as guests, based on the subject matter under consideration.

Meetings

The Board will meet a minimum of four times per year, and may hold additional meetings if required, in consultation with the Executive Director.

A quorum for the Board meetings will be the Chair and at least half of the appointed members. The function of the Board is not affected if the number of members fall below five for a period of less than six months or if there is a vacancy in the position of Chair.

The agenda for Board meetings will be agreed by the Chair, in consultation with the Executive Director. The Chair will lead all meetings, and ensure that meetings are focussed on the content of the agenda. The NCI will provide secretariat support for the Board meetings, and will capture

records, actions and recommendations of the meetings. All documentation developed by the NCI's secretariat will be agreed by the Chair.

Conduct, Confidentiality and Disclosure of Interests

Members will be expected to uphold the values of honesty and integrity and commit to the highest standards of governance and probity, and will sign a declaration upon their appointment to hold them accountable to these values.

All Members will be required to disclose their interests and complete conflict of interest declarations. Each member must not allow the pursuit of their private interests to interfere with the proper discharge of their duties as a Member. Members will be expected to bring their full range of skills, knowledge and experience to matters reviewed and discussed at Board meetings.

Each Member must perform their duties within the Board impartially and without fear or favour. They must be frank and honest in their official dealings with the other Members. Each Member must not use information obtained by them in the course of their duties as a Member to gain, directly or indirectly, a pecuniary or other advantage for themselves or for any other person.

By participating in the Board, Members may have access to, or become aware of, Confidential Information. Members must:

- only use Confidential Information for the purpose of their participation in the Board.
- not disclose Confidential Information to a third party.

Travel and Remuneration

Most meetings will be held virtually. However, where meetings are held face-to-face, remuneration for travel costs will be in line with the *Remuneration Tribunal (Official Travel) Determination 2023* Tier two travel allowance. No other remuneration will be paid to any member.

Amendment, modification or variation

The Terms of Reference may be amended, modified or varied after consultation and agreement by the Members, and upon approval by the Executive Director in consultation with the Minister.