



A Community Services Industry Built for Tasmania's Future

Community Services
Industry Plan 2021-2031

Draft Terms of Reference

Workforce Coalition

Role

The role of the Workforce Coalition (the Coalition) is to position Tasmania as a national leader in thinking and best practice in strategic workforce planning and to deliver industry led workforce projects.

Objective

The objective of the Coalition is to steer and support the implementation of the Workforce Coordination project, which is under strategic priority 2: Workforce Development and Training of the Community Services Industry Plan (the Plan).

Membership

The Coalition will comprise the following members:

Co-chairs (selected through EOI process):

- Strategic workforce planning specialist.
- Industry specialist.

Appointed members:

- Department of Communities (1 member).
- Skills Tasmania (1 member).
- Peak bodies that employ a Workforce Ready Team member (3 members ACSA, ECA and NDS Tasmania).
- Workforce Project Manager (ex-officio*).

Selected members (through EOI process):

- Social services peak body representation (2 members).
- Strategic workforce planning specialists. (1 member).
- Strategic training and development specialists. (1 member).
- Education providers (tertiary/VET) (2 members).
- Workforce representation (1 member).

Secretariat:

- Workforce Project Manager, TasCOSS.
- * Ex-officio members are non-voting members.

Selection

Selection for the above roles on the Coalition will be undertaken via the following methods:

- Appointment.
- Expressions of interest.
- Selection by Chairs of the Industry Development Steering Committee (the Committee) in accordance with:
 - o Level of skills and experience within the industry.
 - o Implementation of strategic initiatives.
 - o Strong connections and relationships within the industry.
 - o Ensuring appropriate mix of sector, size and regions.

Term

Three years (January 2022 – December 2024). This tenure aligns with the three year funding for actioning strategic priority 2 of the Plan (workforce development and training).

Scope and responsibilities

The Coalition is responsible for:

- Developing and implementing identified and funded projects under the Workforce Development and Training priority area of the Plan.
- Informing and endorsing project plans/action plans for each project.
- Delegating a program of actions to the Workforce Project Manager and the Workforce Ready Team.

- Providing guidance, support and advice to the Workforce Project Manager and the Workforce Ready Team.
- Assisting the project when required to resolve conflicts, issues and risks.
- Monitoring and reviewing progress against agreed parameters and contractual obligations.
- Reporting and providing advice to the Committee.
- Ensuring the projects are industry led and that engagement occurs with relevant stakeholders at all levels.
- Convening a broad Workforce Coalition Network meeting twice a year.

Role of the chair

The role of the Chairs is to:

- Set the meeting agenda for each meeting, in consultation with the Coalition.
- Preside over all meetings.
- Ensure all members have opportunities to contribute ideas, opinions and concerns through maintaining a positive and constructive dialogue.
- Assist members to work together and ensure active participation in the group.
- Work across both the community and government sectors to progress implementation of the workforce development and training priority of the Plan.

Members' roles and responsibilities

The role of individual Coalition members is to:

- Understand and support the aims and proposed outcomes of the Plan and the Workforce Development and Training priority.
- Provide advice on strategic workforce planning based on their expertise and experience.
- Represent the interests and requirements of the varied sectors and stakeholder groups and help build relationships as required.
- Positively support the project publicly.

Operations

Meeting frequency and format:

- The Coalition will convene four times a year (March, June, September and December).
- Meeting location and time TBC.

- A meeting quorum will be half the total number of members plus one.
- Wherever possible, decisions of the Coalition are to be made by consensus, or if consensus cannot be reached, by a majority vote of those members present. If there is a significant decision with dissenting views, a vote will be made based on a quorum, or may be referred to a working group.
- For the purposes of a vote of members for a 'majority ruling' a quorum is no less than half the total number of members plus one.
- Additional meetings may be convened at the discretion of the Chair.

Working groups

Establish working groups as required for discrete projects. These will be established in accordance with the Workforce Plan.

Agendas and papers:

The Workforce Project Manager, located in TasCOSS, will oversee the administrative support to the Coalition. This support will include:

- Organising meetings.
- Circulating agenda and papers to the Coalition two weeks prior to the meeting.
- Recording minutes and attendance at meetings.

Frequency

Meetings are held quarterly (March, June, September and December).

Time investment

- Quarterly meetings: 4 hours per meeting. Allow for some face to face meetings.
- For meeting preparation and follow up: 8 hours per meeting.
- Optional:
 - o Workforce Coalition Network meetings attendance: 2 days per year.
 - o Mentoring the project team.
- Please double that time for the Chair role.

Accountability

Quarterly reporting to the Committee against project plans.

Review

The work program and governance arrangements will be reviewed annually.