



PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY (PAHSMA)

Role Statement NON-EXECUTIVE DIRECTOR

Since its creation in 1987, PAHSMA has been responsible for preserving and maintaining one of Australia's most important heritage sites and major tourism destinations, the Port Arthur Historic Site. Since then, management of the Coal Mines Historic Site at Saltwater River (2004) and the Cascades Female Factory Historic Site in South Hobart (2010) have been included in PAHSMA's portfolio of responsibility.

The main functions of the Authority, which are defined in Section 7 of the *Port Arthur Historic Site Management Authority Act 1987*, include to:

- Ensure the preservation and maintenance of the historic site[s] as an example of a major convict settlement and penal institution of the 19th Century;
- Co-ordinate archaeological activities on the site[s];
- Promote an understanding of the historical and archaeological importance of the site[s];
- Promote the site[s] as tourist destinations;
- Use its best endeavours to secure financial assistance by way of grants, sponsorship and other means; and
- Provide adequate facilities for the use of visitors.

Port Arthur Historic Site Management Authority (PAHSMA) operates under the *Government Business Enterprises Act 1995* (GBE Act) and the *Port Arthur Historic Site Management Authority Act 1987*.

Our Vision – "PAHSMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences."

Our Purpose – "To conserve and enhance the heritage values of our world heritage convict sites and to share the stories of these places and the people connected to them."

Our Values – Unity, People Matter, Accountability, and Passion and Pride.

Director Profile

As an active member of the Board, the Director will support the Chairperson to provide strategic direction and effective oversight of management. A key objective of Board is to encourage management to continuously strive to improve performance, taking into account risk.

The Director will work with the Chairperson, other Board members and management to ensure that PAHSMA conducts its business and affairs in a manner that is in accordance with sound commercial practice, conforms with relevant laws and is consistent with PAHSMA's Ministerial Charter. The challenge for the Board is to build on the current PAHSMA culture and values to grow the business and maintain an excellent client satisfaction focus.

Through the Chairperson, open and transparent communication exists between the Board and the relevant State Government Ministers and Senior Officers, facilitated by regular performance reporting.

Attributes required for Directors on the Board

The Board must comprise Directors with an appropriate range of skills, experience, qualifications, expertise and vision to enable it to properly carry out its responsibilities in relation to the oversight of the management of the organisation. The ability to add value and contribute to Board decision-making and oversight are essential for all Board members. Some formal training in governance related issues, such as MAICD or FAICD is strongly preferred.

For the Tasman Community appointed Director, the ability to represent at Board level the connections, interests and relevance of the Tasman Community with the Port Arthur Historic Site is required.

Core Business Skills

Demonstrated ability and capability in the following areas:

- corporate governance;
- leadership;
- the ability to maintain effective professional and working relationships with stakeholders and the broader community;
- the ability to contribute to an effective Board culture;
- the ability to ensure compliance with legislation, policies and procedures;
- a sound understanding of a director's legal duties and responsibilities.

Demonstrated ability in one or more of the following areas:

- relevant tourism industry knowledge;
- heritage knowledge;
- legal skills;
- financial management and budgeting skills;
- risk assessment skills;
- strategic planning skills;
- marketing and business development skills.

Specific Requirements for the Positions - Personal Qualities

The following personal qualities are required:

- personal and professional integrity;
- sound independent judgement;
- sound business acumen;
- genuine interest in the organisation and its business;
- high level interpersonal and persuasion skills, including the ability to work well within a team;
- strong public speaking and presentation skills.

Remuneration

Board remuneration is determined in accordance with the Guidelines for Board and Committees issued by the Department of Premier and Cabinet. A non-executive director of PAHSMA is remunerated at a rate of \$14,421 per annum, with increases approved by Government from time to time.

Expressions of Interest

To express your interest, please email a covering letter together with your resumé to Stephen Large at stephen.large@portarthur.org.au by **15 August 2018**.