



INDEPENDENT CHAIR/DIRECTOR

JOB & PERSON SPECIFICATION

JULY 2022

The SATAC logo consists of the letters "SATAC" in a bold, green, sans-serif font, centered within a white rounded rectangular box with rounded corners.

SATAC

Independent Director

Information brief

July 2022

About SATAC

Company context

The South Australian Tertiary Admissions Centre Limited (SATAC) is incorporated as a company limited by guarantee under the Corporations Act 2001 (Cth). SATAC is a for purpose, not-for-profit organisation that was developed by and is owned by its Member institutions.

The Company replaced the former unincorporated association South Australian Tertiary Admissions Centre which was established on 2 May 1977. The Company officially commenced activities on 1 July 2017 when the unincorporated association was wound up and its assets transferred.

The objects, powers and governance structure of SATAC are determined by the Members and are outlined in the Constitution.

The members of the Company are :

- TAFE SA
- Flinders University
- The University of Adelaide
- University of South Australia
- Charles Darwin University

SATAC's members are represented by the Vice-Chancellors of member universities and the Chief Executive of TAFE SA.

Core business

SATAC is central to further education in South Australia (SA) and the Northern Territory (NT). Our job is to guide and support admission to tertiary study.

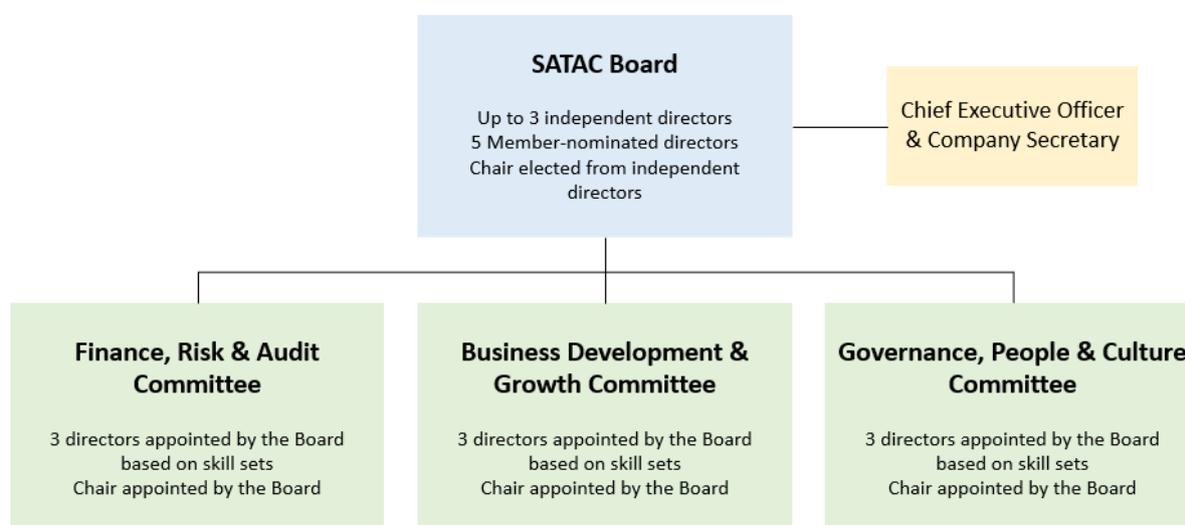
We provide an open, honest, impartial, and fair admissions service to applicants and institutions and shape the tertiary sector by offering an expert voice and through cross-industry collaboration.

Each year SATAC's experienced team helps tens of thousands of people navigate the application and selection process for university and TAFE SA courses.

Some of the other things we do include:

- managing sittings of the Special Tertiary Admissions Test (STAT) in South Australia and the Northern Territory
- processing applications for Institution Equity Scholarships
- providing white label services including international admissions and postgraduate online courses
- calculating the ATAR for Year 12 students in SA and the NT
- managing the scaling process for SACE and NTCET subjects
- providing expert advice to the public through our applicant service team and print and digital publications
- training school counsellors and others in the community on the tertiary entry process
- presenting and speaking at events in support of our various stakeholders
- provide admissions services to non-member providers on a fee-for-service basis.

SATAC Governance



SATAC Board

The Board is the formal governing body of SATAC.

The composition of the Board is specified in the Constitution and comprises up to 8 non-executive directors as follows:

1. 5 directors nominated from the owner members of SATAC (one nominee per member), based on the skills and experience required by the Board
2. up to 3 independent directors appointed by the Members (with the Board then selecting one independent Director to perform the role of Board Chairperson). Such appointments may be on the recommendation of the Board to the Members on consideration of needs and skill sets.

The Board currently has 2 of the 3 independent director positions appointed, with one appointed Chair SATAC Board and Chair Governance, People and Culture Committee and the other appointed Chair of Finance, Risk & Audit Committee and Business, Development and Growth Committee.

The Board typically meets between 6–8 times per year with one meeting dedicated to strategy. Board meetings are held during business hours (usually between 2–5pm).

SATAC Board sub-committees

The Board has established 3 advisory committees:

1. Finance, Risk and Audit Committee
2. Governance, People and Culture Committee
3. Business, Development and Growth Committee.

Finance, Risk and Audit Committee

The Finance, Risk and Audit Committee (FRAC) assists the Board in exercising due care, diligence and skill in discharging its oversight and monitoring responsibilities regarding financial planning, management and performance, risk management and audit.

The FRAC typically meets 4–5 times per year during business hours with a meeting duration of 2 hours.

Governance, People and Culture Committee

The Governance, People and Culture Committee (GPCC) assists the Board in exercising due care, diligence and skill in discharging its oversight and monitoring responsibilities regarding corporate governance, organisational culture, and the effective operation of the Board and senior management team.

The GPCC typically meets 2–3 times per year during business hours with a meeting duration of 2 hours.

Business, Development and Growth Committee

The Business, Development and Growth Committee (BDGC) assists the Board in exercising due care, diligence and skill in discharging its oversight and monitoring responsibilities regarding the identification, prioritisation and realisation of new business and revenue growth opportunities to contribute to SATAC's future financial sustainability.

The BDGC is a newly formed sub-committee which meets as required, anticipated to be 4–5 times per year during business hours with a meeting duration of 2 hours.

Full terms of reference for the SATAC Board and sub-committees can be provided on request.

Key Governance Documents

Constitution

SATAC's Constitution is the formal governing document of the South Australian Tertiary Admissions Centre Limited. The objects, powers and governance structure of SATAC are determined by the Members and are outlined in the Constitution which came into effect when the Company commenced operations on 1 July 2017 and has been modified subsequently as needed.

Governance Charter

SATAC's Governance Charter provides comprehensive documentation around SATAC's governance structures as agreed by the SATAC Board and Members. The Charter outlines the roles and responsibilities of the Board and Chair, Members, Board's sub-committees, Chief Executive Officer and Company Secretary, and terms of reference for Committees convened by SATAC.

The Charter documents the expectations of those participating in SATAC's governance and also provides information to directors regarding the conduct of meetings, conflict of interest and confidentiality.

Governance Calendar

The Governance Calendar shows meeting dates and the main activities and responsibilities of the Board, its two sub-committees and Members, and also highlights SATAC's key dates and stakeholder activities. Business activities undertaken by the Board and its committees, and Members, are derived from their respective terms of reference as prescribed in the Governance Charter.

POSITION DESCRIPTION

INDEPENDENT CHAIR, SATAC BOARD 2022

Organisational information

The South Australian Tertiary Admissions Centre (SATAC) was formed in 1977 to provide combined admissions processes on behalf of the government supported higher education institutions in South Australia and the Northern Territory.

SATAC Limited officially incorporated in July 2016 with the company commencing operations on 1 July 2017, governed by a new skills-based Board. SATAC is a member-owned, not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission.

Current member institutions and equal owners of SATAC are:

- The University of Adelaide
- Flinders University
- Charles Darwin University (retiring June 2024)
- University of South Australia
- TAFE SA

SATAC provides centralised applications and admissions processes on behalf of its members and to other tertiary institutions on a fee-for-service basis.

Scope of SATAC's services

SATAC provides a broad range of services to its institutions, including; collecting and processing more than 80,000 applications annually for undergraduate and postgraduate university courses by domestic and international students, TAFE SA courses by domestic students, and equity scholarships for university students. Collectively this means managing the admissions and selection processes for over 1200 undergraduate and postgraduate courses offered by the four universities, and over 1200 courses offered by TAFE SA.

In addition to processing and assessing these applications, SATAC provides publication and research services, administers admission aptitude tests and acts as a one-stop shop for queries on application processing and outcomes.

Position Details

- The Independent Chair position will have a 2-year tenure.
- The SATAC Board meets a minimum of six times per year in Adelaide.

Role Statement

- Work collaboratively with the Chief Executive Officer in order to ensure the SATAC Board operates effectively and provides the strategic leadership required by the organisation.
- Establish a strong and effective working relationship between the SATAC Members and the SATAC Board.
- On behalf of the Board provide leadership to the Chief Executive Officer, including agreeing clear and detailed key performance indicators which provide direction in the realisation of the Board's overall vision.
- Act as a spokesperson on behalf of the Board.

Knowledge, Skills and Experience

Knowledge

- **Stakeholder management** – High level constituent and stakeholder management skills including the ability to work collaboratively with senior executive leaders.
- **Knowledge of corporate governance** – An understanding of effective governance processes and the systems and structures which support the work of high performing boards.
- **Not-for-profit sector** – An understanding of the challenges, risks, opportunities and possibilities associated with service focussed, for-purpose organisations.
- **Financial** – An understanding of effective financial management systems, structures and reporting processes particularly as they pertain to the not-for-profit sector.

Skills

- **Facilitation skills** – Ability to lead a diverse group of individuals with competing agendas towards a common purpose.
- **People leadership skills** – Ability to lead, motivate and manage people, particularly where strong emotions are present.
- **Negotiation and resolution** – Skills in facilitating agreements between parties and individuals where competing interests are present.

Experience

- **Senior Executive** – Experience as an executive leader with knowledge of current management thinking, the ability to lead strategic vision setting, and facilitate constructive and timely debate.
- **Board** – Experience as a Chairperson
 - Experience as a member of boards of small organisations with a service focussed charter and/or not-for-profit status

Desirable

- **Sector knowledge/experience** – An understanding of the higher education sector and/or IT-centric organisations and the challenges faced by institutions working in these fields.
- **Fellow or Member of the Australian Institute of Company Directors**
- **South Australian based**

Qualifications

- Board governance endorsed training, eg Graduate of AICD CDC.



HOW TO APPLY

Applications should be addressed to Andrew Reed and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential telephone discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.