



INDEPENDENT BOARD MEMBER

JOB & PERSON SPECIFICATION

APRIL 2019



Independent Board Member

What We Do...

HAMBS specialises in providing and supporting software applications and other services for the private health insurance industry. We have over 80 professional staff servicing our 25 health funds nationwide, including the hosting of the application and network services for many of these Health Funds. We utilise the latest agile practices and modern techniques to ensure that we deliver high-quality software to our customers. Our loyal and talented team enjoys modern offices located in the Adelaide CBD.

Our Values...



Your Role

The board is responsible for the overall governance, management and strategic direction of HAMBS and for monitoring corporate performance in accordance with HAMBS strategy and objectives.

This role will be specifically focused on providing oversight to HAMBS ICT (Information Communications and Technology) strategy and governance, utilising extensive experience and knowledge in ICT.

As a Non-Executive Director, you will be expected to participate as an active member of the Board. This includes attending all Board meetings, meetings of Committees and Working Groups as agreed, General Meetings and strategic planning sessions as required.

You will need to allow sufficient time to fulfil your directorial duties, including adequately preparing for meetings, attendance and undertaking allocated follow-up tasks, office and site visits as necessary, as well as being available for conference calls and ad hoc discussions from time-to-time.

Your Key Responsibilities

As a non-executive HAMBS board member, you will:

- Bring an external, independent perspective to Board matters.
- Approve and monitor HAMBS strategic direction and performance against objectives.
- Provide oversight to HAMBS ICT strategy and governance.
- Oversee the performance of the CEO.
- Oversee appropriate use of HAMBS resources.
- Review, ratify and monitor systems of risk management and internal control, audit and legal compliance.
- Approve and monitor the annual budget and financial and other reporting.
- Ensure the ongoing financial viability of HAMBS.
- Understand HAMBS stakeholders, their needs and expectations and ensure they are considered in decision making.
- Understand and meet directorship duties under the law and undertake any education to fulfil responsibilities.
- Model HAMBS desired culture and demonstrate HAMBS's corporate values.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, equal employment opportunity and HAMBS policies, including work health safety and wellbeing requirements.

The Experience That You'll Bring to the Role

It is critical you have:

- ICT strategy & governance - experience in managing information and communications technology, particularly oversight of substantial IT programmes, and knowledge of IT governance, including privacy, data management and security.
- Previous board experience, demonstrating knowledge of a director's responsibilities – includes an understanding of the role as well as legal, ethical, fiduciary and financial responsibilities involved and the ability to separate, where necessary, the role of the Board and management.

You should also demonstrate:

- Strategic expertise – the ability to differentiate between operational and strategic matters, to review the strategy constructively and openly, and contribute to the effective decision making of the board.
- Accounting and finance – the ability to read and comprehend the company's accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance.
- Legal – the board's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities.
- Risk management – experience in managing areas of major risk to the company.

Your Personal Attributes

- Integrity – fulfilling a director’s duties and responsibilities, acting ethically, appropriate independence, putting the organisation’s interests before personal interests.
- Collaborative, yet curious and courageous – a director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust and difficult discussions with management and fellow board members where required.
- Emotional intelligence – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint.
- Commercial judgement and instinct – a director needs to demonstrate good business instinct and acumen, and be able to assimilate and synthesise complex information.
- Active contribution - a director needs to be an active contributor with genuine interest in the company and its business.

Term of Appointment

Your appointment will be made pursuant to the Company’s Constitution. Thereafter, re-appointment will be considered in accordance with the provisions of the constitution.

You may resign by notice in writing at any time and, under the Corporations Act and the Constitution, your appointment may cease in certain prescribed circumstances or at any time as determined by the Corporate Representative Directors.

Remuneration and Expenses

Remuneration will be negotiated subject to commensurate experience and pursuant to the Company’s Constitution.

You will be reimbursed for all approved expenses incurred in your role as a Director. In addition, should you be requested to perform other work for the Company, outside the scope of usual Directors’ duties, you may be entitled to additional remuneration as agreed with the Chair at that time.

Special Conditions

Interstate travel will be required.



HOW TO APPLY

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

For a confidential discussion, please call Andrew or Lucy Dinnison-Mitchell on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.