

POSITION DESCRIPTION

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| Position: | Keystone Tasmania Non-Executive Director |
| Location: | Statewide |
| Employment Conditions: | Annual Directors fees (currently \$11,394pa) |
| Reports to: | Board Chair |

Help shape the future of Tasmania's building and construction workforce

Keystone Tasmania is recruiting at least two new Board Directors. As an active member of the Board, you'll support the Chair to set strategic direction and provide effective oversight of management—championing continuous performance improvement with a clear eye on risk. We're especially interested in candidates with strong knowledge and understanding of the interests of employees across the building and construction industry (e.g., workplace safety, fair conditions, positive and inclusive workplace cultures, skills development and career pathways).

If you're a values-driven leader with current knowledge and experience in Tasmania's building and construction industry and governance acumen, we'd love to hear from you.

Essential requirements

- You must hold current and unrestricted Australian work rights to be eligible for this role.
- You will likely have current knowledge and experience of Tasmania's building and construction industry.

About Keystone

[Keystone Tasmania](#) (trading name of the Tasmanian Building and Construction Industry Training Board) is established by the *Building and Construction Industry Training Fund Act 1990* (the Act).

Keystone Tasmania is an independent state-wide organisation funded by the Building and Construction Industry Training Levy on building and construction projects over the value of \$20,000. The Board of Directors is responsible for administering the Building and Construction Industry Training Levy; managing the Tasmanian Building and Construction Industry Training Fund; training investment; and performing a range of functions specified by the Act.

Under the Act, Keystone Tasmania has the following functions:

- To promote training, and training pathways, in the building and construction industry.
- To promote the Board, and its aims and activities, to the building and construction industry.
- To liaise with appropriate training organisations and other bodies.
- To advise on, and provide input into, the development of training, and training pathways, within the building and construction industry.
- To review and evaluate existing training, and training pathways, within the building and construction industry.
- To promote equality of access to training, and training pathways, within the building and construction industry.

- To promote productivity, career opportunities and work safety within the building and construction industry through training and workforce development planning and pathways.
- To facilitate access to employer-provided training in the building and construction industry.
- To facilitate the equitable distribution, amongst employers in the building and construction industry, of resources relating to employment-related training.
- To facilitate the training of builders to improve skills and knowledge within the building and construction industry.

The Board is focused on maintaining the current Keystone Tasmania culture and values, growing and diversifying its training investment consistent with the [Keystone Tasmania Strategic Plan 2025-28](#), and continuing to build strong relationships with its key stakeholders, business partners and the wider building and construction industry.

Current Board Members

The Keystone Tasmania Board is currently comprised of the following members:

- Paul West – Chair
- Shona Arnold - Chair Audit & Risk Committee
- Neridene Bracken
- Neil Armstrong
- David Gates
- Kim Barker
- Vonette Mead (term expiring)
- Traycee Di Virgilio (term expiring)

At least two positions will be filled through this process.

Position Objectives

As an active member of the Board, the Director will support the Chair to provide strategic direction and effective oversight of management. A key objective of the Board is to oversee the delivery of Keystone Tasmania's strategic plan, whilst encouraging continuous improvement and managing risk.

The Director will work with the Chair, other Board members and management to ensure that Keystone Tasmania conducts its business and affairs in a manner that is in accordance with sound commercial practice, conforms with relevant laws and is consistent with Keystone Tasmania's functions and powers as set out in the *Tasmanian Building and Construction Industry Training Fund Act 1990*. The focus for the Board is to build on current Keystone Tasmania culture and values; to ensure ongoing sustainability; and support the training and development of the Tasmanian Building and Construction industry.

Through the Chair, 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 Keystone Tasmania. The ability to add value and contribute to Board decision-making and oversight are essential for all Board members.

Formal training in governance related issues, such as GAICD or FAICD is strongly preferred, but not essential.

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 Tasmanian building and construction industry knowledge
- knowledge and understanding of the interests of employees in the building and construction industry
- financial management and budgeting skills
- risk assessment and management skills
- strategic planning skills
- marketing and business development skills.

Specific Requirements for the Positions

The Act sets out requirements for members of the Board (s5), including:

- Three people who have knowledge and understanding of the interests of employees within the building and construction industry; and
- Five people who between them have knowledge and experience of different subsectors (residential building; non-residential building; civil construction; building services and building professions)
- A balance of representation from different regions of Tasmania; a balance of genders; and knowledge and skills including vocational education and training and policy development and strategic planning.

Keystone Tasmania has undertaken a skills matrix and identified that most of these requirements have been met with current Directors, however there is an opportunity to recruit new directors particularly with **knowledge and understanding of the interests of employees in the building and construction industry**.

Personal Qualities

The following personal qualities are required:

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

Workplace Health and Safety and Equal Employment Opportunity:

Keystone Tasmania is committed to high standards of performance in relation to workplace health and safety and the provision of equal employment opportunity. All Directors and employees are expected to participate in maintaining safe working conditions and practices and promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training, and the elimination of workplace harassment and discrimination.

Time Commitment

The Keystone Tasmania Board meets bi-monthly. There are six face-to-face meetings per year across Hobart, Launceston, and the North-West. Board meetings will generally be held during work hours on the third Monday of the month in February, April, June, August, October (including Annual General Meeting) and December. The Board's Audit and Risk Committee meets bi-monthly on alternative months to Board meetings and meetings are held online. There is other occasional committee work and public events, including annual Public Meetings held at different locations around the State.

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 Keystone Tasmania currently receives remuneration of \$11,394 per annum, with increases approved by Government from time to time. Travel expenses are reimbursed in line with Keystone Tasmania policies.

How to apply

For a confidential discussion, please contact Paul West, Keystone Tasmania Chair on 0409 710 522 or chair@keystone.com.au.

All applications must include a short (max 2 pages) supporting statement with responses to the key governance areas in the position description and a current governance-orientated resume or Board profile and current referees.

Submit your application to CEO@keystone.com.au by **11.59pm, Sunday 15 February 2026**.