

Position Description

Independent Chair: Junction Place Community Reference Group

The role of the Chairperson is to be a convenor, facilitator, mediator and advisor for the Junction Place Community Reference Group (CRG).

Required attributes

The Chair will be able to demonstrate the following professional and personal attributes:

- Skilled in managing groups of influential individuals, representing disparate interests (ideally with Management Committee or Board level experience).
- Effective in engaging with key stakeholders and leading to consensus.
- Willingness to challenge both the group and the company when necessary.
- Proficient commercial acumen to understand the parameters in which the project operates.
- Proficient understanding of planning and development frameworks in which the project operates.
- Effective facilitation of meetings.
- Expert in reaching out to extract views and challenge that may differ from the norm, while retaining the cohesion of the CRG as a whole.

Specific duties of the Chair include:

- Plan and run CRG meetings in accordance with the Terms of Reference (TOR).
- Ensure CCRG group matters are dealt with in an orderly, efficient manner.
- Impartially and objectively manage meetings and discussion.
- Ensure governance protocol is adhered to.
- Plan for recruitment and renewal of the CCRG.
- Liaise effectively with the Development Victoria and council, as appropriate to develop agendas for upcoming meetings.
- Summarise recommendations made from the CCRG that contribute to (and in some cases challenge) the project.
- Act as a conduit between the members of the CCRG and Development Victoria to ensure effective communication.
- Sign a Conflict-of-Interest declaration.
- Sign a confidentiality agreement and maintain the confidentiality of material provided.
- Respect the position they hold with regard to access to information from Development Victoria, and not use their position as a CCRG member in any way for personal, organisational or political gain.

Role remuneration

The role will be compensated \$1000 per CRG meeting including preparation and pre meeting briefings.