Murray River Study Hub

Position Description/Information for Executive Steering Committee Members

September 2019

Organisation	In 2018, The Rural City of Murray Bridge (RCMB) in partnership with Regional Development Australia Murraylands and Riverland and TAFE SA were successful in receiving grant funding to deliver the Murray River Study Hub (MRSH) project across the Murraylands and Riverland. The vision is to create a tertiary education pathway in region, to increase post-secondary schooling uptake and provide pathways for upskilling the current workforce. The delivery of tertiary courses and study support in regional locations allows students to remain living in our townships and communities addressing the leakage of students from communities to Adelaide. The MRSH has partnered with universities to offer courses online and mixed mode delivery of tertiary courses commencing in 2019. The MRSH will offer students a range of support services through appointed Study Hub Support Officers located in region and will work collaboratively with regional stakeholders including, business and industry groups in order to maximise the value to the region. The MRSH is not a legal entity in itself; it is a program delivered by the Rural City of Murray Bridge. Its core operations are funded by the Federal Department of Education under a four-year Funding Agreement.
Term	Two (2) years with an option to re-apply for a further 1 year period.
Location	The Murray River Study Hub will be located in the Murraylands and Riverland region. Meetings will be held in Berri and Murray Bridge with Skype facilities available.
Core functions	The core focus areas for MRSH are: 1. To bring together education providers to improve educational pathways and aspirations in the Murraylands and Riverland 2. To assess demand, supply and competitive advantage, and develop a sustainable business model for delivery of expanded educational pathways in the Murraylands and Riverland. 3. To identify and oversee sensitivity testing with potential providers and users to determine and cost infrastructure improvements that ensure the Campus is fit for purpose. 4. To determine and support the implementation of the optimum management model for the Campus. 5. To identify community engagement, advocacy and communication strategies to support the transition to a new management and delivery model. 6. To oversee the transition to a new management and delivery model. 7. To monitor the success of the operating model against agreed performance indicators.
Governance structure	MRRSH is governed by an Executive Steering Committee ('The Committee'), comprising of: • Chair, Chief Executive, TAFE SA, • Chief Executive Officer, Rural City of Murray Bridge, • Chief Executive Officer Regional Development Australia Murraylands & Riverland, • Riverland G3 Alliance representative, and • Two additional skill based members to be appointed.

Staffing	A full-time Program Manager is responsible for planning, implementing and activating the MRSH as directed by the Executive Steering Committee. The Program Manager reports to the Executive Steering Committee on a monthly basis. Study Hub Support Officers (SHSO) are responsible for the pastoral and administration support of students who undertake tertiary education through the MRSH. The SHSO reports to the Program Manager.
Meeting frequency	Meetings are held monthly or more frequently as may be determined by the Executive Steering Committee as required. Meeting dates, times and location(s) will be determined by the Committee. Special meetings may be called by the Chair or at least two Committee members at any time.
Committee Members responsibilities	The Executive Steering Committee is responsible for operationalising and providing ongoing management of the MRSH in the Murraylands and Riverland. The Committee will review matters, establish priorities and oversee the implementation of initiatives as set out in the Operational Plan. It is expected that members will: • Attend and actively participate in each meeting using existing skill and knowledge sets, and available resources to support MRSH, • Actively maintain communication and relationships to support MRSH including liaising in a timely way with relevant stakeholders (and proxies if required). • Contribute to setting the agenda for meetings and developing key plans. • Behave in a manner that respects the interests and viewpoints of other members. • Declare any potential or actual conflicts of interests on matters that are brought before the Committee. • Actively participate in sub-committees and working groups. • Facilitate in a timely way any tasks allocated to and accepted by them.
Skills, experience and attributes of Committee Members	The Executive Steering Committee as a collective will have a range of skills and experience including: • Education, Training or Employment, • Financial management, • Legal / corporate governance, • Business management (general), • Previous Board / committee experience. Each Committee member is expected to meet the following requirements: • Ability to work with a diverse team to achieve outcomes, • Strategic outlook, • Effective communication skills, • Ability to influence and generate support, • Ability to contribute time for meetings and be involved in working groups, Knowledge of the tertiary Education in regional South Australia would be an advantage.
Remuneration	Executive Steering Committee members serve as volunteers without remuneration.