



POSITION DESCRIPTION

Statutory Authority: Canberra Institute of Technology (CIT)

Position Title: Deputy Chair, CIT Governing Board

Last Reviewed: August 2025

Term of appointment: Up to three years.

Remuneration: Deputy Chair \$33,850 per annum, as per the ACT Remuneration Tribunal Determination for Part-time Public Office Holders (Number 13, 2025).

OVERVIEW

Canberra Institute of Technology (CIT) is a major contributor to the economic growth of the ACT through ensuring a qualified and skilled workforce, increasing skill levels for those self-employed, attracting international students, contributing to the ACT innovation ecosystem and driving life-long learning for the ACT's economic and social benefit.

CIT changes lives through quality education and skill development for individuals, industry and the community. CIT seeks to strengthen its position as a leader of vocational education and training (VET) and to be successful in a more demand driven market by leading innovation in the delivery of VET through the development of unique learning experiences that meet training package requirements, provide students with qualifications, and set CIT students up for success in employment.

CIT is similarly committed to enriching learners with the skills and knowledge required for the future by supporting the CIT workforce to be part of a learning organisation that embodies a culture of innovation, high performance and readiness to adapt and co-evolve to the changing needs of the ACT community, the businesses and industries CIT's serves, and the increasingly complex VET environment. CIT works collaboratively with industry, the community and government to diversity and grow CIT partnerships.

The objectives of CIT outlined in CIT's Statement of Intent (2025-26 Budget Statements) are to:

- support the ACT Government's Skilled to Succeed: skills and workforce agenda for the ACT, by working collaboratively with industry, customers and government, to provide a more inclusive responsive, flexible and future-focused skills sector to respond to future workforce needs.
- perform the role of public provider of vocational education and training (VET) in the ACT, in accordance with its functions under the *Canberra Institute of Technology Act 1987* (the Act), by providing course offerings aligned to ACT Government priorities and the ACT Skills Needs List.

- support ACT industry and business in pursuing economic growth and sustainability for the community, by applying appropriate and contemporary learning opportunities for students to acquire the relevant skills for current and future workforce requirements.
- serve all members of our community, as the public provider of VET in the ACT, with a dedicated focus on education pathways for all, by providing inclusive, non-discriminatory and culturally appropriate learning environments and being determined in our focus on addressing equity gaps.

BOARD OVERVIEW

The CIT Board commenced operation on 1 July 2015 and is responsible for the overall governance, management and strategic direction of CIT. The Board is established under the [Canberra Institute of Technology Act 1987](#) (the Act).

Under the Act, the governing board is required to have at least seven but not more than 11 members. This includes a Chair, Deputy Chair, the Chief Executive Officer, a staff member, a student member, and at least two, but not more than six other members.

The Act also requires that the responsible Minister must, as far as practicable, ensure the Board has expertise and knowledge in the following:

- Industry, business and finance;
- Vocational, education and training;
- Education pedagogy;
- Social policy issues;
- Governance; and
- Infrastructure.

As an ACT Government Territory Authority the functions of the CIT Board are prescribed in *section 77* of the *Financial Management Act 1996* (FMA) and are:

- Setting policies and strategies;
- Governing consistently with the authority's establishing Act and other relevant legislation;
- Ensuring, as far as practicable, that the authority operates in a proper, effective and efficient way; and
- Ensuring, as far as practicable, that the authority complies with applicable governmental policies (if any).

The Deputy Chair is responsible for exercising the functions of the Chair if the Chair is absent or cannot for any reason exercise their functions.

WHAT YOU WILL DO

1. Be a high performing Deputy Chair who consistently demonstrates collegiality, confidentiality and integrity.
2. Work closely with the Chair and the CEO on matters before the Board.
3. Lead the Board including through;
 - a. managing the affairs of the governing board
 - b. ensuring, as far as practicable, that there is a good working relationship between the governing board and management of CIT
 - c. ensuring the responsible Minister is kept informed about the operations of CIT
4. Attend half day Board meetings five to fifteen times a year and subcommittee meetings if required and work constructively and diligently with the CIT executive and fellow Board Members.

WHAT YOU REQUIRE

The following capabilities form the **selection criteria** that are required to perform the duties and responsibilities of the position.

Professional/Technical Skills and Knowledge

1. Extensive experience in board roles;
2. Expertise and knowledge in some of the following areas: industry, business and finance; vocational education and training; education pedagogy; social policy issues; governance and infrastructure.
3. Strategic thinking and planning from a board governance perspective to contribute to the achievement of CIT's objectives;
4. Connection to Canberra; and
5. Understanding of relevant accountability and governance arrangements for a statutory body reporting to a Minister.

Behavioural Capabilities

1. Operate within expected limits of behaviour and ethics with attention to principles of open and accountable government;
2. Drive innovation and commitment to collective executive accountability for service planning that delivers innovative solutions and sustainable outcomes; and
3. Enable the achievement of outcomes by identifying and removing potential barriers to success.

Qualifications / Compliance Requirements

Mandatory:

1. Connection to the ACT; and
2. CIT Board members must complete an Australian Skills Quality Authority Fit and Proper Person Declaration as a person responsible for exercising a degree of control over the management of CIT.

Additional:

1. Completion of a course or professional development for company directors is highly desirable.
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