



**Mining and
Automotive**
Skills Alliance

Strategic Workforce Advisory Panel Nomination and Selection Process Version 2.0

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2. Purpose

The purpose of creating a Strategic Workforce Advisory Panel (SWAP) is to establish a dedicated group of experts and stakeholders to provide strategic guidance, industry insights, recommendations on workforce-related matters and direction as to project priorities for AUSMASA.

SWAP panels aim to enhance workforce planning, development, and optimisation in alignment with AUSMASA goals and future Industry needs.

By leveraging the diverse knowledge and perspectives of its members, the panel seeks to identify emerging trends, challenges, and opportunities in the labour market, and propose innovative strategies to attract, retain, and develop a skilled and agile workforce.

Through collaboration and informed decision-making, the panel strives to shape effective policies, programs, and initiatives that optimise the industry's human capital and drive sustainable growth.

3. Nomination and Selection Process

Nominations and appointments of members to an AUSMASA SWAP panel are conducted in line with the *JSC Code of Conduct*, specifically *clause 7.3*, which requires that any process is both **open** and **transparent**.

Openness is achieved by ensuring nominations are open to all persons and organisations who have an interest in supporting the goal of AUSMASA's SWAP panels.

Transparency is achieved by providing a publicly available policy that details how appointments to SWAP panels will be managed (this document).

Calls for nomination will be made via the AUSMASA website and advertised through AUSMASA's various media channels. Nominations will be received through a pre-defined online form and received by a published due date.

Nominations can also be received as a result of a direct approach by an AUSMASA representative, within or outside of the normal nomination timeframe, where such an approach and subsequent nomination significantly assists in achieving the goals of each SWAP panel (see 3.1). Nominations sought and received via direct approach by an AUSMASA representative will be documented, with detail provided as to the reasons such a direct approach was deemed necessary.

3.1. Goals

The goals guiding the composition of each SWAP panel are:

- To have representation from a diverse range of organisational types, including employers, industry associations, unions and experts in their field
- To ensure that, where possible, all states and territories are represented
- To aim for a gender balance amongst representatives
- To have representatives that bring a deep understanding of their industry, skills and employment needs and the ability to add insight into potential initiatives to support their industry

3.2. Defined Selection Criteria

A Selection Criteria has been established to assist in reviewing the merits of each nomination received. These criteria speak to the strategic insights, industry knowledge, reach and influence that a nominated representative is likely to have on a SWAP panel, but do not speak to the geographical, organisational type or gender goals set out above. The Selection Criteria are listed at Appendix 1.

3.3. Scoring Method

The scoring method used to assess nominations is against the following criteria:

- Expertise in Workforce Planning
- Provides Workforce Insights
- Industry Knowledge
- Diversity and Inclusion Commitment
- Communication and Promotion

Each mandatory criterion has been established with five (5) scoring levels they are:

- Limited = 1
- Developing = 2
- Proficient = 3
- Advanced = 4
- Exceptional = 5

3.4. Assessment Team

The assessment team will consist of three (3) AUSMASA staff, being the General Manager of Workforce Strategy and Industry Engagement, the Industry Engagement Manager for the respective SWAP, and a member from the Training Products and Policy team.

3.5. Evaluation and Scoring

Assessors shall meet to evaluate each nomination against the selection criteria and assign scores or ratings accordingly.

3.6. Collate Assessment Results

The evaluation scores from each assessor shall be compiled into a consolidated assessment report. This report shall include the scores/rankings and any additional comments or feedback provided by the assessors.

3.7. Decision-Making

The decision on SWAP membership will be informed by the scores assigned to each nomination and further influenced by the desire to have SWAP panels that meet all of the goals set out in section 3.1. Scores against nominees become especially important where two or more nominations meet the same gender, geographic and/or industry type goal.

The process of SWAP composition will be determined by the following approval flow:

1. Assessment team scores each nomination, and consolidated scores are recorded

2. The Workforce Strategy and Industry Engagement team review nominations and their scores and recommends a draft SWAP membership composition with due regard to the goals defined in section 3.1
3. The proposed SWAP membership composition is presented to the AUSMASA executive leadership team for review, comment and adjustment if deemed necessary.
4. Final SWAP membership composition is signed off by AUSMASA's CEO.

3.8. Communication

AUSMASA shall notify all nominees about the assessment outcomes. Feedback will be provided to all nominees, especially if they were not selected, to help them understand the strengths and weaknesses of their nominations.

The Department of Employment and Workforce Relations will be notified of the final SWAP compositions, and details of each panel and its membership made public on the AUSMASA website.

All unsuccessful nominees will be encouraged to continue to participate in future AUSMASA activities, such as Technical Advisory Groups (TAGS), round table discussions and direct engagement with the AUSMASA industry engagement team.

3.9. Documentation

A record of the assessment process, including the selection criteria, evaluation method, assessor feedback, and final decisions shall be retained. This documentation will serve as a reference for future evaluations and provide a transparent trail of the assessment process.

4. Document History and Contact Details

Version

Number	2
Version	2
Implementation date	24 th July 2023
Review date	30 th June 2024

Revision History

Revision date	Summary of amendments	Prepared by	Version
29/05/2023	Creation	D.Cox	1
24/07/2023	Clarification of Selection Process	J Norberger	2

Contact details

Owner	GM Workforce Strategy and Industry Engagement
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Appendix 1 – Selection Criteria

<p>Expertise in Workforce Planning</p>	<p>Demonstrated experience and expertise in workforce planning, including knowledge of industry trends, labour market dynamics, and best practices in developing and implementing workforce plans.</p>	<ul style="list-style-type: none"> • Limited: Limited or no experience in workforce planning • Developing: Some knowledge but lacks practical experience. • Proficient: Has basic understanding and some experience in workforce planning. • Advanced: Demonstrates good knowledge and relevant experience in workforce planning. • Exceptional: Extensive expertise and proven track record in successful workforce planning initiatives.
<p>Provides Workforce Insights</p>	<p>Ability to provide advice on workforce insights in developing annual activity schedules aligned with long-term goals. Proven track record of identifying and prioritizing training products that meet industry and learner needs in the mining and/or automotive industries.</p>	<ul style="list-style-type: none"> • Limited: Lacks strategic thinking skills and fails to provide valuable insights. • Developing: Limited ability to develop annual activity schedules aligned with long-term goals. • Proficient: Shows a basic understanding of provides some insights. • Advanced: Demonstrates good strategic thinking skills and provides valuable insights. • Exceptional: Exceptional strategic thinking abilities, providing unique and valuable insights.
<p>Industry Knowledge</p>	<p>In-depth understanding of the mining and automotive industries, including familiarity with industry-specific training requirements, regulatory frameworks, and emerging trends. Ability to provide subject matter expertise and identify suitable subject matter experts for Technical Advisory Groups.</p>	<ul style="list-style-type: none"> • Limited: Limited understanding of the mining and automotive industries. • Developing: Has some knowledge but lacks a comprehensive understanding of industry-specific training requirements and trends. • Proficient: Demonstrates a basic understanding of industry knowledge. • Advanced: Shows good knowledge and keeps up with industry-specific requirements and trends. • Exceptional: In-depth understanding of the mining and/or automotive industries, including comprehensive knowledge of industry-specific training requirements and emerging trends.
<p>Diversity and Inclusion Commitment</p>	<p>Demonstrated commitment to promoting diversity and inclusion within workforce planning and training development initiatives. Evidence of past efforts or initiatives that fostered diversity and inclusivity in the workplace or industry.</p>	<ul style="list-style-type: none"> • Limited: Demonstrates a lack of commitment to diversity and inclusion efforts. • Developing: Limited evidence of previous initiatives or efforts to foster diversity and inclusion. • Proficient: Shows some commitment to diversity and inclusion but lacks significant initiatives or concrete actions. • Advanced: Demonstrates a clear commitment to diversity and inclusion, with evidence of past efforts or initiatives. • Exceptional: Proven track record of successfully promoting diversity and inclusion within workforce planning and training development initiatives.
<p>Communication and Promotion</p>	<p>Excellent communication and networking skills to effectively promote the organization's activities within the industry. Demonstrated ability to engage with stakeholders, build partnerships, and represent the industry in a professional manner.</p>	<ul style="list-style-type: none"> • Limited: Has poor communication skills and fails to effectively promote activities within the industry. • Developing: Shows some ability to communicate and promote activities but lacks a comprehensive approach. • Proficient: Demonstrates satisfactory communication and promotion skills, effectively engaging with stakeholders. • Advanced: Displays above-average communication and promotion skills, effectively representing the organization and engaging with diverse stakeholders. • Exceptional: Possesses exceptional communication and promotion skills, with a proven track record of successfully promoting activities within the industry.

