

# CHIEF EXECUTIVE

## INFORMATION FOR APPLICANTS

Thank you for your interest in this position, based on St Georges Terrace, in Perth, Western Australia.

The following guidelines are provided to outline the selection process and to assist you with preparing your application. You will also find further information regarding remuneration and terms and conditions of employment on offer.

All enquiries will be treated in the strictest confidence and should be directed to Mr Geoff Blades, Partner, Lester Blades - Executive Search & Selection on (08) 9221 0744 or [geoff@lesterblades.com.au](mailto:geoff@lesterblades.com.au).

## 1.0 ORGANISATION OVERVIEW

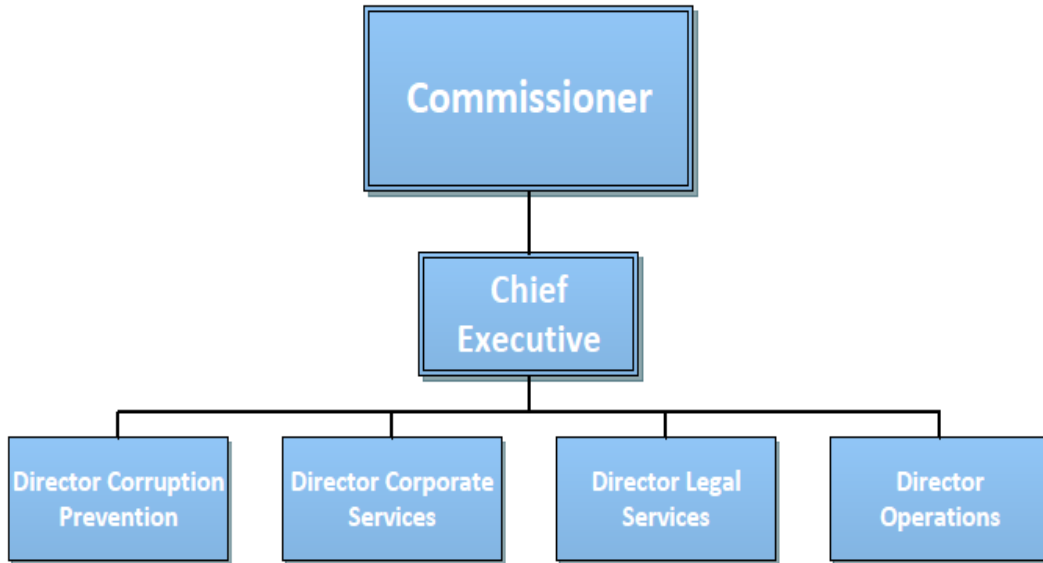
The Corruption and Crime Commission was established by the Parliament of Western Australia to continuously improve the integrity of the public sector in WA. With an important role to play in reducing the incidence of misconduct, this high profile work is of significant public interest.

The Corruption and Crime Commission has two main purposes:

- To reduce the incidence of, and investigate allegations of, misconduct in the public service.
- To combat and reduce the incidence of organised crime.

The Corruption and Crime Commission also has extensive investigative powers, including the power to compel a witness to attend a hearing, to produce documents, to obtain a search warrant on application to a judge, to intercept telecommunications and use surveillance devices, to use assumed identities and to conduct integrity tests.

### 1.1 Organisational Structure



### 1.2 SCOPE OF ORGANISATION (2014/15 Budget Estimates)

Staff (Full Time Equivalents)	156
Total Cost of Services	\$33,918,000
Total Assets	\$32,303,000
Total Appropriation to Deliver Services	\$33,794,000

## **2.0 POSITION OVERVIEW**

As the Commission's principal officer the Chief Executive advises and supports the Commissioner while also providing strategic leadership and management to oversee and coordinate the Commission's activities in accordance with the Commissioner's priorities in order to ensure the statutory functions of the CCC Act are performed effectively and efficiently.

The position provides professional expertise in leading the Commission's operational and administrative activities.

The Chief Executive leads the Commission's work in creating a sustainable, productive work environment in accordance with the Commission's statutory functions, guiding principles and strategic direction, and leads the executive team in building a high-performance culture.

The position also performs a stakeholder engagement and management role.

### **2.1 Position Responsibilities**

In meeting the requirements of the position, the Chief Executive:

- Provides the Commissioner with high level strategic advice in relation to the functions and the administration of the Commission.
- Undertakes such duties and exercises such powers, authority and discretion in relation to the role and functions of the Commission, as delegated from time to time.
- Manages the Commission's operational and administrative activities to ensure it achieves its statutory functions and organisational priorities.
- Oversees the efficient use of resources, across the Commission in accordance with organisational priorities, performance measures and statutory, regulatory and other obligations.
- Provides effective leadership to the Executive team and the organisation.
- Develops and embeds an appropriate organisational structure and culture to best position the Commission to achieve its objectives through excellence, respect for due process, timeliness and results.
- Develops and implements the Commission's strategic direction, organisational priorities and corporate plans, against appropriately assessed and managed risks.
- Anticipates and manages organisational risks and contingencies.

- Ensures the delivery of programs, strategic and change management projects and operational outcomes for the Commission.
- Performs a stakeholder engagement and management role in advising and consulting with government, public sector agencies and other stakeholders including the Parliamentary Inspector, Joint Standing Committee and Minister.
- Sets and monitors the standards and behaviours needed to build a culture of the highest standards of integrity and ethical practice.

## **2.2 Significant Issues Impacting the Agency**

The Commission is reviewing the way it performs its misconduct, prevention and education functions and delivers its internal information technology services and systems to seek improvements in efficiency and effectiveness. This review will also ensure that the Commission's structure and processes align to the outcome of any amendments to the *Corruption and Crime Commission Act 2003*.

Allegations of misconduct, received by the Commission, have continued to increase consistently. The trend reflects a growing understanding of the mandatory reporting requirements by public officers.

## **2.3 Key Relationships**

- Corruption and Crime Commissioner
- Parliamentary Inspector of the Corruption and Crime Commission
- Joint Standing Committee on the Corruption and Crime Commission
- Attorney General
- Heads of public sector bodies

### **3.0 EMPLOYMENT CONDITIONS**

#### **3.1 Remuneration**

The terms and conditions of employment are governed by the Corruption and Crime Commission Industrial Agreement (2013). An attractive remuneration package will be offered to the successful applicant, including the following:

Salary	Attractive base salary aligned with the Salaries and Allowances Tribunal Determination for Special Division CEOs
Superannuation	Superannuation is offered at the current guaranteed contribution level of 9.5%.
Motor Vehicle	Access to a motor vehicle for private use
Parking	On-site parking provided
Salary Packaging	Commission employees may enter into salary packaging arrangements, pursuant to Government policy.

#### **3.2 Relocation (interstate applicants)**

If the successful applicant currently resides outside Western Australia, the Commission will make a contribution towards the cost of relocation.

#### **3.3 Performance Assessment**

The employing authority of the Chief Executive is the Corruption and Crime Commissioner.

There is a requirement that a formal performance agreement is endorsed by the Corruption and Crime Commissioner.

#### **3.4 Eligibility Requirements**

In order to apply, you must be an Australian citizen or immediately eligible for Australian citizenship.

The successful applicant will be required to undergo a stringent security clearance before a formal offer of employment can be made.

### **3.5 Appointment**

Permanent tenure is not available; the successful applicant will be appointed for a term not exceeding five years and will be eligible for reappointment.

On cessation of employment, current permanent officers of the Western Australian public service (under Part 3 of the *Public Sector Management Act 1994*) are eligible for appointment to an office of at least the equivalent classification to that occupied immediately prior to joining the Corruption and Crime Commission.

### **3.6 Leave**

The office holder will have the same leave entitlements as contained in the *Corruption and Crime Commission Industrial Agreement 2013*. This includes:

Public Holidays:	10 State public holidays each year and 1 day in lieu of Public Service holiday
Annual Leave:	4 weeks per annum (cumulative)
Personal Leave:	(Incorporates sick, carers and short leave) 112.5 hours (per annum, of which 97.5 hours are cumulative)
Long Service Leave:	13 weeks after 7 years continuous service
Parental Leave:	14 weeks for the primary care giver after 12 months continuous service
Christmas Leave:	The Commission is closed for normal business between Christmas Day and New Year's Day

## **4.0 CORE CAPABILITIES**

### **Work Expertise**

- Demonstrated success in leading and managing a complex organisation with a record of achievement in senior executive management.
- Understand the workings of government and the role of integrity-related agencies at a senior level.
- Suitable professional qualifications and experience.

### **Leadership**

- The ability to inspire a sense of purpose and direction while championing the Commission's vision and goals.
- Superior ability to think, act and focus strategically while understanding the organisation's current and future role and the environment within which it operates.
- The ability to deliver intended results in a range of ways, including building and aligning organisational capability and responsiveness.

### **Relationship Management**

- Capacity to work effectively with successive and diverse Commissioners to achieve the Commission's statutory functions.
- Able to effectively manage parliamentary, political and public sector environments.
- Able to proficiently mediate conflicting, disparate positions in order to identify an agreed way forward in progressing issues.

### **Individual Effectiveness**

- Demonstrated ability to act decisively and with significant personal integrity, honesty and high ethical standards.
- Superior communication skills, including strong public relations so as to effectively represent the organisation and promote an understanding of its statutory functions and objectives.
- The ability to negotiate persuasively, presenting a convincing and balanced rationale while focusing on the desired objectives and outcomes.
- Personal resilience based on experience and high level performance in leadership of complex organisations in trying circumstances.

## 5.0 HOW TO APPLY FOR THIS POSITION

Applications must be submitted in writing. A selection panel will refer to this when making an initial assessment of your skills and abilities. Competitive applicants may be invited to attend an interview. Your application should outline previous experience, skills, knowledge and qualifications relevant to the work of a Chief Executive.

Please submit the following:

- A current resume.
- The names and contact details of at least two recent and readily contactable professional referees.
- Copies of your qualifications.
- A covering letter of no more than 4 pages, outlining the expertise you would bring to the role. This document should make specific reference to all core capabilities listed in the accompanying job description. Separate headings against each core capability are not necessary.
- Applicants must apply online via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Please send your application using either Word or PDF format. Applications must be received no later than 4:00 pm WST 11 August 2014.

All applications will be treated in strictest confidence.

The Commission may conduct an executive search as part of this recruitment process.