



Application and Process Guide

Director, Art Gallery of Western Australia

The following information will assist you in the preparation of your application.

Enquiries about the position

For a confidential discussion regarding the position, please contact Peter Gibson or Kerry Larkin of Aston Carter, on +61 7 3295 7446/7424.

Your application

The Position Description outlines the Director's role and responsibilities and you should refer to these in your application.

To apply for this position, you are required to submit a:

- current curriculum vitae detailing your experience, skills and achievements relevant to the office
- complete a one page cover letter should outlining your motivation for the role, and the key elements of your experience which you would bring to the role

Applicants will be assessed on their ability to meet the capabilities outlined in the Position Description.

The Public Sector Commission holds all aspects of the recruitment and selection process in the strictest confidence.

Public Sector officers are required to demonstrate integrity in all spheres. CEOs as leaders in the public sector must maintain the highest levels of integrity in both their professional and private activities. Claims in job applications will be comprehensively tested. Any misrepresentation of qualifications or other claims may be reported to the Corruption and Crime Commission under section 28 of the *Corruption and Crime Commission Act 2003*.

The Director role is a Chief Executive Officer (CEO) position and is part of the Senior Executive Service.

Qualifications

The recruitment consultant will verify any qualifications listed in your application directly with the conferring educational institution.

If your qualifications were obtained overseas, evidence that your qualification is recognised in Australia will be required. Contact the Commonwealth Department of Education and Training (internationaleducation.gov.au) for information on how to have your qualifications assessed.

If the name on the qualification is different to your current name, evidence of a lawful name change is required.

Partially completed qualifications referred to in your application must be clearly identified as such and list the units completed or progress to date.

Closing date

The closing date for applications is 20 October 2019, however applicants are encouraged to contact the recruitment consultant prior to this date. Where appropriate, pre-screening interviews may commence before the closing date.

If you have difficulty submitting an application by this date, you may lodge a letter of intent or contact the recruitment consultant to discuss your application. As the selection process will proceed promptly, your full application should be submitted as soon as possible.

Lodging the application

Queries relating to the application process should be directed to Peter Gibson or Kerry Larkin of Aston Carter, on +61 7 3295 7446/7424.

To submit an application, visit <https://jobs.en-au.astoncarter.com/> and search 515886 in the Keywords field to access the job application package.

Further information about the position and a job application package can be obtained from the WA Jobs Board at <https://jobs.wa.gov.au/>

The selection and appointment process

The *Public Sector Management Act 1994* enables the Public Sector Commissioner to advertise vacancies in CEO offices and make recommendations for appointment. The selection and appointment process is as follows:

- The Commission invites applications for the position and may also undertake an executive search. An external recruitment consultant will normally be engaged to undertake this process.
- A selection panel will be convened by the Commission, usually consisting of senior executives from the public and private sectors, and they will examine the claims of applicants. Examination of claims can include various methods of testing but will normally include an interview by the selection panel. An interview also provides an opportunity for applicants to seek further information from the selection panel.
- Following interviews, the recruitment consultant will conduct referee checks and verify qualifications and professional membership claims. As part of this process, an applicant's current or past employer (whether nominated as a referee or otherwise) may be contacted in order to verify matters relevant to the potential appointment. This may include integrity and conduct checks. This contact will only be made with the explicit permission of the applicant.
- Following the assessment process, the recruitment consultant will finalise the panel's selection report which includes recommendation of person(s) assessed as suitable for appointment.
- The Commissioner then considers the selection panel's report and recommends a person/s for appointment.
- The proposed appointment is submitted to Cabinet for endorsement, following which contract arrangements are agreed and the proposed appointment is submitted to the Governor in Executive Council for formal appointment.
- Following the appointment by the Governor, applicants will be advised and a formal announcement made.
- Unsuccessful applicants may seek feedback from the recruitment consultant.
- The process may take between four and six months from advertising through to appointment. Until the proposed appointment has been considered by the Governor in Executive Council, interviewed applicants are unable to be advised of the status of their application. Every effort is made to contact unsuccessful applicants prior to any public announcement.

Appointment is subject to a satisfactory National Police Clearance. Appointment may also be subject to satisfactory advanced integrity and security screening.