



Chief Executive Officer, Arts and Culture Trust

Your application

This position is a Chief Executive Officer role and is in the Senior Executive Service.

The position description outlines the role and responsibilities of the position and should be referred to 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 and including the details of two referees
- brief statement in which you address the selection criteria included in the Position Description, in the context of the position requirements, demonstrating your suitability for the role.

Applicants will be assessed on their ability to meet the selection criteria 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. As leaders in the public sector, CEOs must maintain the highest levels of integrity in both their professional and private activities. All 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, Crime and Misconduct Act 2003*.

Qualifications

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

Where the name on the qualification is different to your current name, evidence detailing the variance 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.

If your qualifications were obtained overseas, evidence that your qualification is recognised in Australia will be required. The [Overseas Qualification Unit](#), Department of Training and Workforce Development can provide information regarding the assessment of qualifications.

Providing referees

You should advise referees of your intention to nominate them and include their current contact details. Where referees are listed in your application this is taken as consent to contact them.

The selection panel, or the Minister may wish to contact additional referees. Where this occurs, you will be contacted to seek your agreement and/or provide alternate referees and information relevant to this request.

Integrity screening

Proposed candidates are subject to integrity screening by the Corruption and Crime Commission of Western Australia. At the request of the Public Sector Commissioner, the Corruption and Crime Commission will prepare a report about a person proposed to be appointed as a CEO. A report about a person will be provided to that person titled 'Report about a person *proposed* to be appointed as CEO'. This is not confirmation of appointment, it is confirmation that a report has been provided in respect to a proposed appointment, and all suitable candidates will be subject to this integrity screening.

Further, appointment is subject to a satisfactory National Police Clearance and may also be subject to additional satisfactory advanced integrity and security screening.

Closing date and lodging your application

Closing date for applications: 4 pm (WST) Thursday 19 February 2026.

Applicants are encouraged to contact the recruitment consultant prior to this date. Where appropriate, pre-screening interviews may commence before the closing date.

Should you have difficulty submitting your 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.

Job related enquiries: We encourage you to contact Patricia Powell-Hughes on +61 29383 4530 or 0413 115 398 or email at pph@epaustralia.com.au

Application instructions: Please apply online at [EP Australia](#) quoting reference **4000979**.

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 Commissioner invites applications for the position and may also undertake an executive search with the support of an external recruitment consultant.
- Applicant claims are examined by a selection panel convened by the Commissioner. As part of the process, the applicant's qualifications and professional membership claims will be verified.
- Applicant claims can be tested by various means and usually include an interview by the selection panel but can also include psychometric testing.
- 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, including integrity and conduct checks. Contact will only be made with the explicit permission of the applicant.
- Referees may be contacted at any stage of the process. Further integrity checks may be undertaken or requested.
- Following the assessment process, the selection panel forwards a report and recommendation to the Commissioner of person/s considered suitable for appointment.
- The Commissioner considers the selection panel's report and recommends a person/s for appointment.
- In accordance with the *Crime and Corruption Act 2003*, suitable applicants will receive a letter from the Corruption and Crime Commission advising them that an integrity check has been conducted and a report has been provided to the Public Sector Commission. The wording of this letter is in accordance with the relevant legislation but should not be taken as evidence of appointment.
- The proposed appointment is submitted to Cabinet for endorsement, following which contractual matters are agreed and the proposed appointment is submitted to the Governor in Executive Council for formal appointment.
- The recruitment consultant and/or the Public Sector Commission will advise unsuccessful applicants of the outcome of their applications prior to the Commissioner making a formal announcement of the appointment.
- The process is involved and may take between **four** and **six** months from advertising to appointment. Interviewed applicants are unable to be advised of the status of their application until the proposed appointment has been considered by the Governor in Executive Council. However, every effort is made to contact unsuccessful applicants prior to any public announcement.