



Application and Process Guide

Chief Executive Officer, Western Australian Land Information Authority (Landgate)

This application guide is intended to assist applicants to address the selection requirements for the role of Chief Executive Officer (CEO), Western Australian Land Information Authority (Landgate) which is part of the Senior Executive Service (SES). The guide also provides an overview of the CEO recruitment and selection process.

Your application

Please ensure that your application contains the following two documents (preferably in MS word format):

- Your resume or curriculum vitae including a list of referees (to be contacted only with your permission).
- A statement addressing the selection criteria for the position which are specified in the available Position Description.

Public Sector officials 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. Applicants for chief executive officer positions need to be aware that all claims in job applications will be comprehensively tested. Any misrepresentation of qualifications or other claims in an application for a CEO role may be reported to the Corruption and Crime Commission under section 28 of the *Corruption and Crime Commission Act 2003*.

Preparing an application

Applicants will be assessed on their ability to meet the capabilities outlined in the selection criteria.

You are required to submit your resume or curriculum vitae and separate brief statement of claims demonstrating your ability to meet the requisite high-level capabilities identified in the selection criteria.

It is not necessary to hold direct public sector experience in order to meet the capability requirements.

Qualifications

All completed academic qualifications that you refer to in your application and curriculum vitae will be verified directly with the conferring institution.

If you obtained qualifications outside Australia you should include evidence of their assessment for use and academic standing in Australia. This will be an assessment by the National Office of Overseas Skills Recognition or the equivalent state government office in the State in which you reside. If the name shown on the certificate is different to the name you are now using, you should supply evidence of a lawful name change, such as marriage certificate or registered amendment of name through a registry of births, deaths and marriages.

If you refer to partially completed qualifications you must clearly identify them as such and list the units completed or progress to date.

Providing referees

Referee checking is an important component of the process and referees need to be identified on your application, however, referees will only be contacted with your prior verbal permission.

It is recommended that you give referees prior notice of your intention to nominate them in your application, however this is not necessary in order to submit your application.

Please ensure addresses and telephone numbers for referees are current.

Should panel members wish to contact other people not nominated by you, they will discuss this with you prior to initiating contact.

Closing date

If you have difficulty providing all the information required by the closing date stated in the advertisement, a letter of intent may be lodged by the closing date, or you may contact the recruitment consultant directly to discuss your application. As the selection process will proceed promptly, all supporting information should be submitted without delay. Pre-screening interviews may commence prior to the closing date if appropriate.

Lodging the application

For a confidential discussion about the role, please contact Ms Sharyn O'Neill, Public Sector Commissioner on (08) 6552 8551. For other queries relating to the process, please contact the Executive Consultant, Doug McKay, at Hudson Executive on (08) 9323 0208 or doug.mckay@hudson.com quoting reference "6B/18549" and the publication or media platform in which you saw the advertisement. Applications can be received online via <https://jobs-apac.hudson.com> searching "6B/18549" or via the "Apply Now" section of the online media where you saw the advertisement.

Applications close at 5:00pm (AWST) Monday 1 October 2018.

The selection and appointment process

The *Public Sector Management Act 1994* enables the Public Sector Commissioner (Commissioner) to notify vacancies in offices of CEO and recommend for appointment the most meritorious applicants. The selection and appointment process is as follows:

- A selection pool will be established by the Commissioner through an advertising and/or executive search process.
- The Commissioner will arrange to have the claims of persons in the selection pool examined. An external recruitment consultant will normally be appointed to assist the Public Sector Commissioner in this process.
- The examination (which could include various methods of testing) will normally include an interview by a selection panel appointed by the Commissioner. Selection panels usually consist of between three or four people drawn from both the public and private sectors. Interviews will be arranged so that those applicants who are the most competitive against the selection criteria can address questions related to the position requirements. The interview also provides an opportunity for applicants to seek further information from the selection panel.
- 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.
- Qualifications and professional membership claims will be verified post-interview.
- After the assessment process, the selection panel will forward its 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 or persons 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. Confidentiality is retained throughout this process.
- The Commissioner will advise unsuccessful applicants of the outcome of their applications and make a formal announcement of the appointment.