



Application and Process Guide

Director, Goldfields-Esperance Development Commission

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

Enquiries about the role

For a confidential discussion regarding the role, please contact the Panel Chair, Mr Ralph Addis on 0417 183 805.

Your application

The Director role is a Chief Executive Officer role and is part of the Senior Executive Service.

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

To apply for this role 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 addressing the selection criteria (the CEO Success profile) included in the role description, demonstrating your suitability for the role.

Applicants will be assessed on their ability to meet the capabilities outlined in the role 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. 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 and Crime Commission Act 2003*.

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.

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 provide alternate referees and information relevant to this request.

Closing date

The closing date for applications is 8 April 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

A job application package can be obtained from the WA Jobs Board at <https://jobs.wa.gov.au/>

Queries relating to the application process should be directed to Mr Doug McKay, Executive Consultant, Hudson Executive on (08) 9323 0208 or by email to doug.mckay@hudson.com.

To lodge an application access: www.au.hudson.com by searching reference 6B/18871 or the full job title.

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 role and may also undertake an executive search. An external recruitment consultant will normally be engaged to undertake this process.

- Applicant's claims will be examined by a selection panel convened by the Commission.
- Applicant's claims to the role can be tested by various means, but normally includes an interview by the selection panel. 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.
- Following the interview, qualifications and professional membership claims will be verified (if this has not occurred already) and referees contacted. Further integrity checks may be undertaken or requested.
- Following the assessment process, the selection panel will forward its report and recommendation to the Commissioner of person/s considered 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.
- The Commissioner will advise unsuccessful applicants of the outcome of their applications and make 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.