



Application and Process Guide

Commissioner for Equal Opportunity, Equal Opportunity Commission

The Public Sector Commission is assisting the Attorney General in the recruitment of the Commissioner for Equal Opportunity, Equal Opportunity Commission.

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

Enquiries about the position

For a confidential discussion regarding the role, please telephone Ms Sharyn O'Neill, Public Sector Commissioner on (08) 6552 8551.

Your application

The role of Commissioner for Equal Opportunity is a Chief Executive Officer position and is an independent officer of Parliament.

The Position Description outlines the Commissioner for Equal Opportunity position 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 and including the details of two referees
- brief statement addressing the selection criteria included in the Position Description, demonstrating your suitability for the position.

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. All claims in job applications will be comprehensively tested.

Qualifications

The recruitment consultant, Dr Ricki Hewitt, 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. 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*.

Providing referees

You should advise referees of your intention to nominate them and include their current contact details. The recruitment consultant will discuss contacting your referees with you before doing so.

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 4:00pm (WST) Monday 10 June 2019. However, you 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 Dr Ricki Hewitt on 0417 998 147 or by email to eshewitt@bigpond.net.au

Applications are to be submitted by email to eshewitt@bigpond.net.au

The selection and appointment process

The selection and appointment process is as follows:

- A selection panel, usually consisting of senior executives from the public and private sectors, 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
- Following interviews, the recruitment consultant will conduct referee checks, verify qualifications and finalise the panel's selection report which includes recommendation of person(s) assessed as suitable for appointment
- Some aspects of the selection report are provided to the Minister
- The Minister will seek Cabinet endorsement of the proposed appointment
- Once appointment arrangements are agreed, the Governor is asked to formally appoint the person at a meeting of Executive Council
- 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.