



## APPLICATION AND PROCESS GUIDE

### Commissioner for Children and Young People

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The Public Sector Commission is assisting the Attorney General in the recruitment of the Commissioner for Children and Young People. (Commissioner)

The Commissioner is an independent statutory officer who reports directly to Parliament

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 Mr Nick Verkerk, Executive Director, Beilby Downing Teal on 0403 457 363.

#### Your application

The Position Description outlines the role and responsibilities of the Commissioner and the selection criteria needed to be addressed 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 included in the position description, demonstrating your suitability for 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. 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.

Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit from the Department of Workforce Development and Training WA or assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.

If 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.

## **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 4:00pm (WST) Monday 31 May 2021, 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 consisting of an Application and Process Guide and the Position Description Form can be obtained from the WA Jobs Board at <https://jobs.wa.gov.au/>

For additional information regarding the application process or position, please contact the recruitment consultant, Mr Nick Verkerk from Beilby Downing Teal on 0403 457 363.

To make an application, please visit [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting job reference number 218307 and attaching your CV and response to the selection criteria.

## 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.
- appointment arrangements are agreed and 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 will be able to seek feedback on their application from the recruitment consultant, should they wish

The process is involved and may take several 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.

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