



## Director General, Department of Education and CEO, Registrar School Curriculum and Standards Board

### Your application

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

This 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 (CV) detailing your experience, skills and achievements relevant to the office and including the details of two referees
- cover letter in which you address the selection criteria included in the Position Description, in the context of the position requirements, 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. 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 and Crime Commission Act 2003* (CCC Act).

### 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 Assessment 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(s) 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 may be subject to integrity checking by the Western Australian Corruption and Crime Commission. Appointment is subject to a satisfactory National Police Clearance and may also be subject to additional satisfactory advanced integrity and security screening.

## Closing date

The closing date for applications is **4pm (WST) Monday 5 August 2024**. However, 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 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.

## Enquiries about the position and lodging your application

A job application package and the Position Description is available at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

**Job related enquiries:** We encourage you to contact Liz Jones or Jenny Ethell on +61 8 9221 0744.

Please [apply online](#) at Fisher Leadership by submitting a cover letter and resume (Word or PDF format) and quoting reference number **PSWdge0724**.

Applications close at **4pm (WST) Monday 5 August 2024**

## 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's claims are examined by a selection panel convened by the Commissioner. As part of the process, applicant's qualifications and professional membership claims will be verified.
- Applicant's claims can be tested by various means, but normally includes 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. This contact will only be made with the explicit permission of the applicant.
- Following the interview, referees will be contacted. Further integrity checks may be undertaken or requested.
- Following the assessment process, the selection panel will forward 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 CCC Act, potential candidates proposed for appointment will receive a letter from the Corruption and Crime Commission advising them that their 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.