



## Parliamentary Commissioner for Administrative Investigations (Ombudsman)

The Public Sector Commission is assisting the Premier as the Minister responsible in the administration of recruitment and selection process for the Ombudsman.

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

### Your application

This position is an independent role of Parliament with responsibility to investigate the actions of public authorities including State Government agencies, statutory authorities and boards, local governments and universities.

The Position Description outlines the role and responsibilities of the position.

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 covering letter, maximum of 2 pages, outlining why you believe you are the best person for the job, and how your skills, knowledge and experience align to role specific requirements referencing and the expected behaviours outlined in the position description.

The Public Sector Commission undertakes all aspects of the recruitment and selection process and manages all documentation with the strictest confidence.

Public sector officers are required to demonstrate the integrity in all spheres with this role requiring an exceptionally accomplished integrity leader with 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 and 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 Premier 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 **4 pm (WST) Friday 17 January 2025**. 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 David Baber or Jenny Ethell of Future Leadership on 1300 347 437.

Please **apply by emailing** at [futureleadership.com.au](mailto:futureleadership.com.au) using reference PSWomb1224, addressing your brief cover letter and resume to David Baber or Jenny Ethell.

## The selection and appointment process

- A selection panel, comprising senior public sector leaders and executives, will examine the claims of applicants. Examination of claims may include various methods of testing, including psychometric testing but will normally include an interview by the selection panel.
- Following interviews, the recruitment consultant will conduct referee checks, verify qualifications, conduct relevant integrity checks, and finalise the panel's selection report which includes recommendation of person(s) assessed as suitable 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 an integrity check has been conducted and a report provided to the appropriate authority. The wording of this letter is in accordance with the relevant legislation but should not be taken as evidence of appointment.
- Some components of the selection report are provided to the Minister.
- The Premier will seek Cabinet endorsement of the proposed appointment.
- Appointment arrangements are agreed and the Governor is asked to formally appoint the recommended applicant at a meeting of Executive Council.
- Following the appointment by the Governor, applicants will be advised and the appointment formally announced.
- Unsuccessful applicants will be able to seek feedback on their application from the recruitment consultant, should they wish.

The process is complex and may take some months from advertising through to appointment. Interviewed applicants are unable to be advised of the status of their application until the proposed appointment has been considered by His Excellency, the Governor, in Executive Council. Noting every effort will be made to contact unsuccessful applicants prior to any public announcement.