**Senior Executive Service Recruitment Form**

**Please use this form to invite the Australian Public Service Commissioner (the Commissioner) to participate in an SES recruitment process as a selection committee member and to provide notice to the APSC of an intention to advertise an SES vacancy**

APS agencies are required to invite the Commissioner to participate in *all* SES selection processes as a selection committee member.

If the Commissioner is unavailable, you will be advised:

* whether the Deputy Commissioner is available to participate
* that a Commissioner’s Representative has been nominated by the Commission or
* that the Agency’s proposed Commissioner’s Representative has been confirmed as suitable.

All Agencies are required to propose a Commissioner’s Representative in the event that the Commissioner is unavailable. Please provide details of a proposed Commissioner’s Representative in the Proposed Selection Committee Composition table below.

Please note that where possible, at least ***one months' notice***of an intention to advertise an SES vacancy should be provided. This provides an opportunity for consultation with Chairs of the Secretaries and Deputy Secretaries Talent Council. Agencies should also consider whether there are suitable candidates on existing merit lists prior to advertising.

Completed forms should be sent to the Employment Policy Team by email employmentpolicy@apsc.gov.au or call (02) 6202 3857 for assistance. Please note that this form may be provided to the Office of the Commissioner and the APS Commission Talent Management team.

## Step 1: Vacancy Details

|  |  |
| --- | --- |
| Agency/Department: |  |
| Role title: |  |
| Date of submission of this form: |  |
| Proposed date to advertise: |  |
| Brief description of the vacancy: |  |
| Merit lists or pools reviewed: | Yes [ ]  No [ ]   |
| Anticipated location of interviews: |  |
| Proposed date/s of interviews: |  |

## Step 2: Agency Contact Details

| Name: |  |
| --- | --- |
| Role title: |  |
| Email: | Note: where possible, please provide a group email address. |
| Phone: |  |

## Step 3: Identify proposed Commissioner’s Representative

The Commissioner’s Representative plays an important role in ensuring that SES selection exercises uphold [merit](https://www.apsc.gov.au/aps-merit-principle), as defined in section 10A of the [Public Service Act 1999](https://www.legislation.gov.au/Series/C2004A00538) (the PS Act) and meet relevant requirements in Part 4 of the [*Australian Public Service Commissioner's Directions 2023*](https://www.legislation.gov.au/Details/F2022L00088) (the Directions). Further details on guidance for representatives of the Australian Public Service Commissioner is available on the [SES Recruitment webpage](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/senior-executive-service-ses/senior-executive-service-ses-recruitment).

*Please identify your proposed Commissioner’s Representative:*

| Name | Agency/Department | Classification/ equivalent |
| --- | --- | --- |
|  |  |  |

|  |
| --- |
| Is the proposed Commissioner’s Representative: |
| 1. An APS employee?
 | Yes [ ]  No [ ]  *If not, you will need to source another suitable candidate. Please see information below.* |
| 1. From a different portfolio to the Agency that is filling the SES vacancy?
 | Yes [ ]  No [ ]  *If not, you will need to source another suitable candidate. Please see information below*. |
| 1. Contributing to gender diversity on the panel?
 | Yes [ ]  No [ ]  *If not, and you have been unable to find an alternative candidate you may need to request a deviation. Please see information below.* |
| 1. At a substantive classification level above the SES Vacancy?
 | Yes [ ]  No [ ]  *If not, and you have been unable to find an alternative candidate you may need to request a deviation. Please see information below.* |

Please note that if you answered ‘no’ to (a) or (b) above you will need to propose another suitable representative. Deviations will not be approved where the nominated representative is not an APS employee and/or is not from a different portfolio from the agency that is filling the SES vacancy.

If you answered ‘no’ to question (c) or (d) above and still wish your proposed representative to be considered, you will need to complete a request for deviation at Step 6.

**What to do if you are unable to identify a Commissioner’s Representative**

The APSC maintains a list of potential Commissioner’s Representatives who meet the criteria for approval as a panellist. Following consultation with your networks, if you are unable to identify a Commissioner’s Representative that meets the criteria please contact the APSC Employment Policy Team by email employmentpolicy@apsc.gov.au or call (02) 6202 3857 for assistance.

## Step 4: Specialist Selection Committee Member

For all positions that require experience aligned with an [APS Profession](https://www.apsc.gov.au/initiatives-and-programs/aps-professional-streams) a specialist panellist will be required as a member of the selection committee. The specialist panellist provides advice and guidance to help select individuals with the right skills and attributes to be effective leaders and support the uplift of APS capability in their relevant field.

Where the Commissioner or Deputy Commissioner is available to participate on the panel, the specialist panellist will either be an additional member of the panel, or replace one of the other selection committee members. Where an APS Commissioner’s Representative is required, and the nominated specialist selection committee member also meets the criteria for the Commissioner’s Representative, they may undertake both roles on the panel.

|  |
| --- |
| Does this position require experience that aligns with an APS Profession? |
| Yes [ ]  *Please complete the table below*No [ ]  *If no, this section is not applicable* |

*If the position requires experience aligned with an APS Profession, please include below the details of the specialist selection committee member:*

| Name | Agency/Department | Classification/ equivalent | APS Profession Stream |
| --- | --- | --- | --- |
|  |  |  |  |

## Step 5: Identify all other selection committee participants

| Name | Agency/Department | Classification/ equivalent | Role on selection committee  |
| --- | --- | --- | --- |
|  |  |  | Please Select |
|  |  |  | Please Select |
|  |  |  | Please Select |
| *Please insert further rows as necessary* |  |  |  |

## Step 6: Request for Deviation for Commissioner’s Representative

A proposed Commissioner’s Representative who deviates from the requirements will only be considered in exceptional circumstances.

If you wish to request a deviation you will need to outline all the efforts taken to identify a suitable Commissioner’s Representative and provide further information on your proposed alternative Representative. Only complete this section if you wish to request a deviation.

Deviations will not be approved where the nominated Commissioner’s Representative is not an APS employee and/or is not from a different portfolio from the agency that is filling the SES vacancy.

**Further information regarding Commissioner’s Representative**

|  |
| --- |
| 1. Please outline the steps taken by the Agency to identify a suitable Commissioner’s Representative.*For example, you could identify the number of people you have contacted, their roles, the agency, the portfolio and their response. You may also identify any other steps taken through the agency’s networks to identify a suitable Commissioner’s Representative.*  |
|  |
| 2. Please provide further information on your proposed alternative Commissioner’s representative, including a rationale for why they are suitable to act as the Commissioner’s Representative (with reference to the required criteria).*For example, where a proposed Commissioner’s Representative that is at the same substantive classification as the SES vacancy there would need to be further explanation as to how not being a level above the role advertised will not hinder their ability to undertake the role of Commissioners Representative.* |
|  |

Completed forms should be sent to the Employment Policy Team by email employmentpolicy@apsc.gov.au. You can also contact this email address for assistance, or call (02) 6202 3857.