

# Guide for Applicants

Position	Public Service Commissioner
Purpose	This guide provides information about the process for the recruitment and selection of the Public Service Commissioner
Process	<p>The Public Service Commissioner is appointed by the Governor-General on the recommendation of the Prime Minister, under to section 42(2) of the Public Service Act.</p> <p>The Prime Minister has invited the Minister for the Public Service to manage the appointment process on his behalf.</p> <p>Deputy Public Service Commissioner Heather Baggott and two senior staff members from the Te Kawa Mataaho Public Service Commission will support the Minister in managing this process.</p>
Contact person	<p>If you have any questions during this process, please do not hesitate to contact:</p> <p>Thor Gudjonsson, Deputy Commissioner</p> <p>Te Kawa Mataaho Public Service Commission</p> <p>E: <a href="mailto:thor.gudjonsson@publicservice.govt.nz">thor.gudjonsson@publicservice.govt.nz</a></p> <p>T: 021 227 4332</p>

## Making an application

General	<p>Your application for this position should include:</p> <ul style="list-style-type: none"><li>• A cover letter expressing interest in the position and your fit for the role in relation to the priorities: system leadership, drive performance, context management, integrity and organisational leadership;</li><li>• A current curriculum vitae detailing your work history (including dates and position titles), educational qualifications, and your preferred contact details;</li><li>• A fully completed application form.</li></ul> <p>Further information has been detailed below. You should make your application via email to <a href="mailto:commissionerappointment2024@publicservice.govt.nz">commissionerappointment2024@publicservice.govt.nz</a></p>
Application form Section A – Referee details	<p>This section asks you to provide the details of referees who can help us create a 360-degree picture of your personal attributes, behaviours, and skills in relation to those detailed in the position description. These referees will be your current and previous managers, peers, junior staff members, direct reports, or others.</p> <p>Please ensure you provide each referee’s name, title, relationship to you, and their preferred contact phone numbers. If they are based outside of New Zealand, please also provide an email address for that referee.</p> <p>We will contact you before approaching named referees.</p>

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Application form Section B – Authorisation

In completing the authorisation section of the form, you are allowing Deputy Public Service Commissioner, Heather Baggott, or their designated representative or agent, to undertake the following checks:

- We may approach, in confidence, not only the referees you have named, but other people who have personal knowledge of you to gather information related to your suitability for this appointment.
- Pre-employment checks, including serious misconduct checks will be undertaken, on the preferred candidate.
- Qualifications and credit checks are completed by an external agency on behalf of Te Kawa Mataaho, only for the preferred candidate.
- Security checks by the New Zealand Security Intelligence Service are required. These include vetting through the New Zealand Police and the Serious Fraud Office.

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Application form Section C – Criminal convictions declaration

The information in this section is required to check whether you have any past criminal convictions or pending charges that might impact on your ability to be effective in the position.

If you are the preferred candidate for the position, we will confirm the details you have given through a criminal history check carried out by the Ministry of Justice. Only those directly involved in the recruitment, including our agents (and if necessary a legal advisor) will have access to this information prior to your appointment (if you are appointed, your declaration will be filed on your personal file).

The information provided in this section by unsuccessful applicants will be destroyed at the completion of the process.

If you fail to provide relevant information and the Commissioner subsequently discovers that you have a criminal conviction that could not be withheld under the Criminal Records (Clean Slate) Act 2004 or a charge was pending at the time of appointment, you may be dismissed.

You may access this information and request its correction.

See ‘Key Legislation’ below for information on the Criminal Records (Clean Slate) Act 2004.

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Application form Section D – Conflict of interest

A conflict of interest means a conflict between a public duty and private and/or personal interests. Personal interests may be financial or relate to family, friends or associates. Conflicts of interest may be actual, potential or perceived. A conflict of interest may happen at any stage during the recruitment process. You are responsible for advising Deputy Public Service Commissioner, Heather Baggott, immediately if you believe there is a possible conflict of interest. Please note that this will not invalidate your application but will be taken into consideration.

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Te Kawa Mataaho produces [model standards](#) on the Public Service Commissioner’s minimum expectations for staff and organisations in the Public Service to support the effective reporting and management of conflicts of interests. These standards should be read alongside other relevant rules and standards including the Office of the Auditor-General’s [Managing conflicts of interest: A guide for the public sector](#).

## Key legislation

**Public Service Act 2020** The Public Service Commissioner is appointed by the Governor-General on the recommendation of the Prime Minister, under to section 42(2) of the Public Service Act.

The Prime Minister has invited the Minister for the Public Service to manage the appointment process on his behalf.

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**Privacy Act 2020** The recruitment process is subject to the provisions of the Privacy Act 2020. Personal information collected during this appointment process will be used solely for assessing your suitability for appointment to this position. It will be held confidentially by the Minister for the Public Service, assessment consultants, the interview panel, the Deputy Public Service Commissioner and Commission staff who will assist the Minister for the Public Service with this appointment process. Evaluative information will be held in confidence and you do not have right of access to it.

Your authority is needed to gather some of this information and an authorisation section is attached for this purpose. If you are appointed to this position the information will be retained. If you are unsuccessful all of your application documents will be destroyed, unless you request that they be returned.

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**Criminal Records (Clean Slate) Act 2004** *[Extract from Ministry of Justice pamphlet ‘Criminal Records (Clean Slate) Act 2004’]*  
You must meet all conditions in section 7 of the Act (a summary is set out below) before your convictions can be withheld. The Act should be consulted for full information (see [www.legislation.govt.nz](http://www.legislation.govt.nz) – exceptions to the Clean Slate scheme are found in section 19 of the Act).

You must:

- Have no convictions within the last seven years
- Never have been sentenced to a custodial sentence e.g. imprisonment, corrective training, borstal
- Never have been ordered by a Court following a criminal case to be detained in a hospital due to your mental condition instead of being sentenced
- Not have been convicted of a “specified offence” e.g. sexually offending against children and young people or the mentally impaired

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- Have paid in full any fine, reparation, or costs ordered by the Court in a criminal case
  - Never have been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or equivalent provision

If you meet these requirements you could answer “No”.

## The appointment process

Applications	The application deadline for this position is Sunday, 25 February 2024 at 11:59pm.
Assessments	The panel may invite you to undertake an assessment and this will be tailored to the position. This step can provide the interview panel with further information on your suitability for the position of Public Service Commissioner.
Interviews	Interviews will take place in Wellington or via Microsoft Teams. Shortlisted candidates will be given more details on the interview panel and process at the time of arranging interviews.
Panel Interviews	The Minister for the Public Service will chair the interview panel. Panellists may be chosen for a number of reasons, such as to provide expertise in a particular field. Panellists attend in their own right. The panel has an advisory role in assisting the Minister to determine the extent to which candidates meet the criteria set for the position and have the qualities to perform to the standards required in section 52 and section 73 of the Public Service Act 2020.

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