

Example of the Opportunities page:

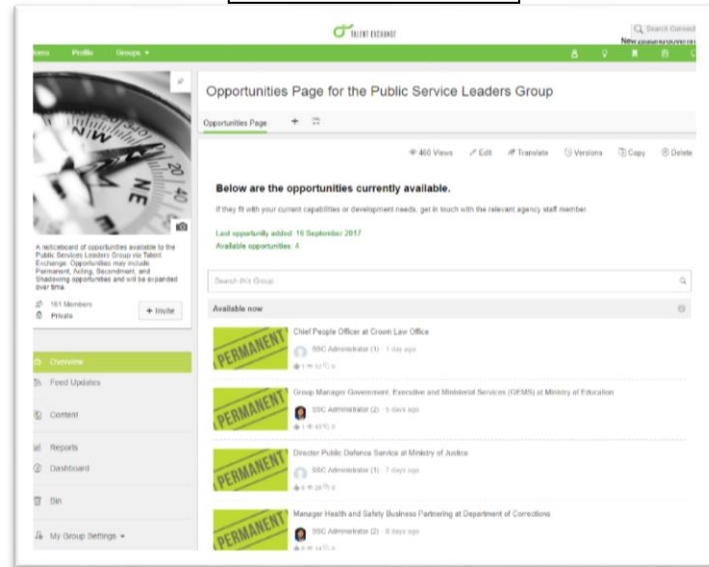
OPPORTUNITIES PAGE: Career Board Support

A noticeboard of opportunities available to the Public Services Leaders Group via Talent Exchange.

Opportunities Page is not a recruitment management portal where leaders can apply for opportunities. All opportunities will have contact details or links to direct users to the online application site (such as Government Jobs Online).

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Access for First-time and Returning Users

To access Opportunities Page you have to have previously logged into Talent Exchange. If you have done so you will get an invite, invitations are sent every Friday. If you would like to request an invite prior to a Friday or feel like you have been missed please email talentexchangesupport@ssc.govt.nz.

First-time users

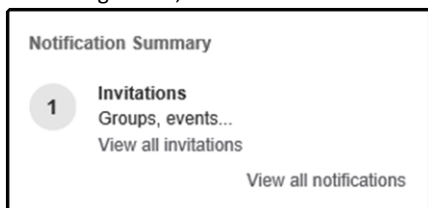


Use the link within the invitation from “Connect with Others and Opportunities” or instructions below:

- 1) Within Talent Exchange, Top Left



- 2) On the right Side, click on the notification



- 3) Accept the invite to join

Returning users

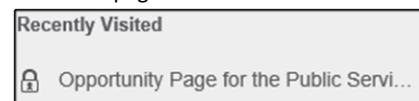


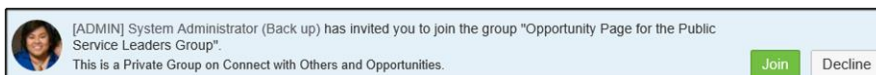
- 1) Within Talent Exchange, Top Left



- 2)

Click the page

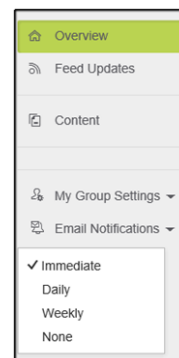




Setting notifications

When you have joined Opportunities page you can edit the notifications you receive about opportunities so they are either; **Immediate, Daily, Weekly, or None.**

To edit these on the right hand side of the **Opportunity Page**, click **Email Notifications** and chose the notifications setting you would like.



What Opportunities qualify

Opportunities for the Page:

- Can be wide-ranging, for any length of time and may include roles that are:
 - shadowing
 - project
 - governance
 - acting
 - secondment
 - permanent
- Must be suitable for the tiers 2, 3 or 4 members of the Public Service Leaders Group. The majority of those within the Public Service Leaders Group are tier 2 and 3. For example, those tier 4 leaders in the system are from large agencies so the roles posted at this level would need to be from a large agency or be attractive for leaders wanting development in a certain area.
- Can be advertised on the Opportunities Page for a minimum of 2 weeks.
- Must not be too specific to a particular audience e.g. Doctors.

How to submit an Opportunity

Please submit the opportunity through: <https://form.jotform.co/geogen/opportunity-template>

When you submit the opportunity please allow up to 72 hours for the opportunity to be live on Talent Exchange. If you have specified that the opportunity is 'urgent' we will post within 24hours.

When an opportunity is filled

We will be communicating with agencies when an opportunity has expired from the page. We will be requesting to find out:

- the response rate
- see if anyone from the Public Service Leaders group has applied
- asking who filled the position

This is for us to be able to track the usefulness of the posting and to keep our system up to date with movements.

Our Reporting Options

We can report back to Agencies on their Opportunities posted to a certain detail. This includes:

- How many views an opportunity had
- Who viewed the opportunity, this cannot be drilled into how many times a certain person has viewed. We also cannot take out the admin who viewed i.e. Career Board Support or SSC support.



Example of the JotForm

This Jotform has the below questions in it:

Opportunity Template (Opportunity Page)

Submission Date	2017-08-22 20:49:25
This will be the headline for the opportunity	Classification of opportunity
Complete role title or opportunity:	Complete role title or opportunity
Which agency is this opportunity in?	Internal Affairs, Department of
Location of opportunity:	Location of opportunity
Duration:	Duration of opportunity
Who is the main contact for this opportunity?	First name Last name
Role title of this contact:	Role title of this contact
Email	Email@agency.govt.nz
Contact Number	(Area code) Phone number
Describe the opportunity in brief:	Describe the opportunity in brief. What are the main accountabilities and responsibilities of the role or opportunity? For example, the role is responsible for the development and leadership of cross functional teams to deliver the highest levels of corporate support across the agency.
What role will this opportunity report to?	What role will this opportunity report to
Why has this opportunity become available?	Why has this opportunity become available
Which 3 leadership capabilities will be strengthened by this opportunity?	Honest and courageous Resilient Self aware and agile
What type of individual are you looking for (skills, capabilities, experience, aspirations)?	What type of individual are you looking for (skills, capabilities, experience, aspirations)? e.g. Is it fit for someone to act up in a stretch capacity or someone with experience at the same tier to broaden experience?
What are the benefits, skills and capabilities to be gained by the senior leader applying?	What are the benefits, skills and capabilities to be gained by the senior leader applying? e.g. The opportunity can provide breadth in a medium-sized service delivery agency and an understanding of how passport services are provided across the country. This will benefit someone who has not worked in public service delivery before or someone who is looking to build more experience in this space.
Is this opportunity urgent or short notice?	No.

