



Position	Deputy Commissioner of Police (statutory position)
Department	New Zealand Police
Purpose	This guide provides information about the process for the recruitment and selection of the Deputy Commissioner of Police.
Contact person	<p>If you have any questions during this process, please do not hesitate to contact one of the consultants supporting this recruitment:</p> <p>For further information or a confidential discussion about this position, please contact:</p> <ul style="list-style-type: none"><li>• Katy Anquetil at <b>E:</b> <a href="mailto:Katy.Anquetil@sheffield.co.nz">Katy.Anquetil@sheffield.co.nz</a> <b>M:</b> 027 512 8193</li><li>• Nick Buck at <b>E:</b> <a href="mailto:Nicholas.buck@sheffield.co.nz">Nicholas.buck@sheffield.co.nz</a> <b>M:</b> 027 474 5366</li></ul>

## Making an application

General	<p>The Public Service Commissioner is responsible for managing the process for the appointment of the statutory position of the Deputy Commissioner of Police, and providing advice on nominations to the Prime Minister and Minister of Police.</p> <p>Your application for this position should include:</p> <ul style="list-style-type: none"><li>• A short cover letter expressing interest in the position</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>Completed applications must be submitted by <b>5pm on Monday 16 January 2023</b>.</p> <p>Please submit application documentation to <a href="mailto:cwvlg@sheffield.co.nz">cwvlg@sheffield.co.nz</a></p>
Application form Section A – Cover letter	<p>The cover letter will be used to assist in the process of evaluating applicants. It should be succinct but contain sufficient information and evidence to show why you should be appointed to the role.</p>
Application form Section B – Referee details	<p>This section asks you to provide the details of referees who can help us create a picture of your personal attributes, behaviours, and skills in relation to the requirements of the role.</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>

Application form Section C – Authorisation	<p>In completing the authorisation section of the form, you are allowing the Public Service Commissioner (the Commissioner), or their designated representative or agent, to undertake the following checks:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Qualifications and credit checks are completed by an external agency on behalf of Te Kawa Mataaho, only for the preferred candidate.</li> <li>• Security checks by the New Zealand Security Intelligence Service are required. These include vetting through the New Zealand Police and the Serious Fraud Office. The full check is completed only for the preferred candidate.</li> </ul>
Application form Section D – Criminal convictions declaration	<p>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.</p> <p>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).</p> <p>The information provided in this section by unsuccessful applicants will be destroyed at the completion of the process.</p> <p>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.</p> <p>You may access this information and request its correction.</p> <p>See ‘Key Legislation’ below for information on the Criminal Records (Clean Slate) Act 2004.</p>
Application form Section E – Leadership Insight information	<p>This section is to give Te Kawa Mataaho permission to use your Leadership Insight information (where this assessment has been previously completed) for the purposes of this recruitment process.</p>
Application form Section F – Conflict of interest	<p>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 Te Kawa Mataaho</p>

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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.

## Key legislation

**Policing Act 2008** The Deputy Commissioner of Police is appointed by the Governor-General on the recommendation of the Prime Minister (s. 13).

The Public Service Commissioner is responsible for managing the process for the appointment, and providing advice on nominations to the Prime Minister and Minister of Police (s. 14).

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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 employment in this position. It will be held confidentially by the Commissioner, the recruitment and assessment consultants, the interview panel and to Te Kawa Mataaho staff who will assist the Commissioner 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
- Have paid in full any fine, reparation, or costs ordered by the Court in a criminal case

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- 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 Monday, 16 January 2023 at 5pm.
Interviews	Interviews will take place in Wellington. Shortlisted candidates will be given more details on the interview panel and process at the time of arranging interviews.
Panel Interviews	<p>The Deputy Public Service Commissioner will chair the interview panel, which is expected to include the Commissioner of Police and a number of invited people. 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 Deputy Public Service Commissioner to determine the extent to which candidates meet the requirements for appointment as Deputy Commissioner of Police.</p> <p>The Deputy Public Service Commissioner is required to provide advice on the preferred nominee to the Prime Minister and the Minister of Police, and Cabinet will then decide whom to recommend for referral to the Governor-General for appointment to the role.</p>

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