



Position	Chief Parliamentary Counsel and Compiler of Statutes (Chief Parliamentary Counsel)
Department	Te Tari Tohutohu Pāremata Parliamentary Counsel Office
Purpose	<p>This guide provides information about the process for the recruitment and selection of the Chief Parliamentary Counsel and Compiler of Statutes.</p> <p>The Public Service Commissioner is managing this appointment process on behalf of the Attorney-General and Prime Minister.</p>
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>Kirsten Henderson, Associate Partner, Fisher Leadership khenderson@fisherleadership.com +64 21 616 341</p> <p>David Baber, Partner, Fisher Leadership dbaber@fisherleadership.com +61 459 991 501</p> <p>Jennifer Little, Associate, will be assisting us with this search.</p>

Making an application

General	<p>Your application for this position should include:</p> <ul style="list-style-type: none">• A short cover letter expressing interest in the position• A current curriculum vitae detailing your work history (including dates and position titles), educational and legal qualifications, and your preferred contact details• A fully completed application form <p>Further information has been detailed below. You should make your application via email to Kirsten Henderson at chiefpc@fisherleadership.com quoting reference number PSCcpc1220.</p>
Application form Section A – Competency self-assessment	<p>This competency self-assessment section will be used to assist in the process of evaluating applicants.</p> <p>Please provide at least two examples for each competency detailing projects, tasks or occasions where you have demonstrated each of the competencies described in Section A of the application form.</p> <p>These competency descriptors are based on the Leadership Success Profile. The full leadership success profile is available from the Te Kawa Mataaho Public Service Commission (the Commission) website, please visit https://www.publicservice.govt.nz/resources/leadership-success-profile/ for more information.</p>



Application form
Section B – Referee
details

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.

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.

These referees will not be contacted unless you are the preferred candidate for the position.

Application form
Section C –
Authorisation

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:

- 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.
- Qualifications and credit checks are completed by an external agency on behalf of the Commission, 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. The full check is completed only for the preferred candidate.

Application form
Section D – 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. The information collected in this section relates to obtaining the necessary security clearance required by this 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.

Application form
Section E –
Leadership Insight
information

This section is to give the Commission permission to use your Leadership Insight information (where this assessment has been previously completed) for the purposes of this recruitment process.

Application form
Section F – 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 the Commission 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

Legislation Act 2012

The Chief Parliamentary Counsel is appointed under section 66 of the Legislation Act 2012, which sets out criteria and conditions of appointment. Further conditions of appointment are detailed at sections 68 and 70.

Privacy Act 1993

The recruitment process is subject to the provisions of the Privacy Act 1993. Personal information collected during this appointment process will be used solely for assessing your suitability for employment in this position. It will be held confidential to the Commissioner, the recruitment and assessment consultants, the interview panel and to Commission staff who will assist the Commissioner with this appointment process. Information may be shared in-confidence with the Attorney-General, as the Minister responsible for the Parliamentary Counsel Office. 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.

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 – 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
- 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

Statutory Appointment

The Chief Parliamentary Counsel is appointed by the Governor-General on the recommendation of the Prime Minister under section 66(3)(b) of the Legislation Act 2012. By practice, the Prime Minister asks the Attorney-General to lead the process on their behalf. The appointment process is managed by the Public Service Commissioner, on behalf of the Attorney-General and Prime Minister. This responsibility is set out in the Cabinet Manual.

For this appointment process, the Prime Minister and Attorney-General will consult with other parties represented in the House of Representatives, prior to making the recommendation for appointment to the Governor-General.

Applications

The application deadline for this position is Sunday, 24 January 2021.

Assessments

The interview panel may invite you to undertake an assessment and this will be catered to the position. This step can provide the Commissioner and the interview panel with further information on your suitability for the position of Chief Parliamentary Counsel and Compiler of Statutes, Te Tari Tohutohu Pāremata | Parliamentary Counsel Office.

If you are invited to undertake an assessment, you will be given detailed feedback on your performance.



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.

Interview Panel

The Deputy Public Service Commissioner will chair the interview panel, which is usually made up of a number of invited people including a panel member nominated by the Attorney-General (as Minister responsible for the Parliamentary Counsel Office). 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 criteria set for the position.

The Deputy Public Service Commissioner will provide advice on the preferred candidate to the Attorney-General and the Prime Minister. The Prime Minister makes a recommendation for appointment to the Governor-General.
