



**Purpose** This guide provides information about the process for the recruitment and selection of the Public Service Secretaries and Chief Executives.

## Making an application

### General

Your application should include:

- A short cover letter expressing interest in the position
- A current curriculum vitae detailing your work history (including dates and position titles), educational qualifications, and your preferred contact details
- A fully completed application form

You should make your application via email to the address provided in the advertisement by the specified date.

### Application form Section A – Capability self- assessment

This capability self-assessment section will be used to assist in the process of evaluating applicants.

Please provide at least two examples for each area listed in the Leader profile of the Position Description detailing projects, tasks or occasions where you have demonstrated each of the priorities described in Section A of the application form.

### 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.

We will contact you before approaching named referees.

### 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 Te Kawa Mataaho.

- Security checks by the New Zealand Security Intelligence Service are required. These include vetting through the New Zealand Police and the Serious Fraud Office.

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.

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).

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 Te Kawa Mataaho 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 Te Kawa Mataaho 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

Public Service Act  
2020

Appointments to chief executive positions in the Public Service are made under Schedule 7 clause 3 of the Public Service Act 2020. This legislation sets out procedures to be followed in making these appointments and specifies the respective responsibilities of Ministers and the Commissioner.

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

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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.

Criminal Records  
(Clean Slate) Act  
2004

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*[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
- 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	All applications received by the specified deadline will be considered.
Assessments	The 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. You will be given detailed feedback on your performance and if you are the successful candidate the results of the assessment will be used to develop a first year, professional development plan.

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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.

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Panel Interviews

The Public Service Commissioner or a Deputy Public Service Commissioner will chair the interview panel, which is usually made up of a number of invited people, which will include a panel member that has been nominated by the Minister who is responsible for the agency. 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 Commissioner 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.

Responsibility for making the decision on whom to recommend for appointment rests solely with the chair of the interview panel. The Commissioner forwards their recommendation for appointment to the Minister for the Public Service, for referral to the Governor-General in Council.

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