

Guideline

1. Title: Appointment, Secondment and Interchange Arrangements Senior Executive Service

2. Effective Date: 1 July 2008

3. Purpose: The purpose of these guidelines is to provide chief executives with guidelines about the new arrangements for appointing persons to, and promoting, transferring, seconding or redeploying officers within the Senior Executive Service by the Public Service Commission Chief Executive (CCE) in accordance with s.110 and s.115 of the *Public Service Act 2008* (the Act).

These guidelines should be read in conjunction with relevant sections dealing with recruitment and selection of Directive No. 07/06 - Senior Executives and Senior Officers – Employment Conditions and the Act.

4. Application:

SES Appointments Framework

- The Governor-in-Council fixes the SES profile for each agency and the Queensland public service. (s.109(1) of the Act)
- The Public Service Commission Chief Executive may appoint senior executives. (s.110(1) of the Act)
- Public notification of an appointment is mandatory. (s.110(2) of the Act)
- Following approval of appointments and secondments, Chief Executives of agencies must confirm with the Public Service Commission Chief Executive, using standard documentation, that the change to the agency's SES profile has been executed.

The following provides information about the new processes required before changes are made to agencies' SES profiles.

5. Guidelines:

PART A

FOR APPOINTMENTS – PROMOTION, TRANSFER OR EXTERNAL APPOINTMENT - TO FILL AN ADVERTISED VACANCY

(Form A)

Step 1: The chief executive of an agency is responsible for:

- managing the recruitment and merit selection process;
 - recommending a person or an officer to fill the advertised vacancy;
 - preparing and submitting signed and completed documentation to the CCE for consideration of the person recommended by the agency chief executive.
- d) Documentation must include:
- standard Nomination Form (Form A – Appointment to fill an advertised vacancy);



- role description;
- advertisement for the position;
- recommended person's resume and application;
- Selection Report (attached as a proforma), including:
 - profile of applicant pool;
 - panel members;
 - selection techniques;
 - shortlisting criteria;
 - shortlisted applicants;
 - interview questions and preferred responses;
 - merit assessment;
 - panel's signed certification and nomination; and
 - chief executive's certification of compliance with:
 - relevant Directives;
 - provisions in relevant Act including equity considerations and management and employment principles

Step 2: The Public Service Commission Chief Executive is responsible for:

- a) approving or not approving the recommendation for appointment within 5 working days of receipt of all required documentation;
- b) if the recommendation is *approved*, providing the chief executive of the agency with confirmation to proceed with –
 - preparation of an appropriate contract of employment;
 - a public notice (for promotions and external appointments only).
- c) if the recommendation is *not approved*, providing the chief executive of the agency with reasons for not approving the recommendation and, where appropriate initiate further consultation with the relevant chief executive.

Step 3: The chief executive of the agency is responsible for:

- a) preparation of, and, prior to commencing in the role or within 5 working days following approval by the CCE if already acting in the position, execution of the contract of employment between the recommended Senior Executive and the chief executive of the agency;
- b) provision of employment information on the senior executive as required by the Public Service Commission Chief Executive within 15 working days of the contract being executed;
- c) arranging public notification of the appointment within 21 days of appointment.

Step 4: The Public Service Commissioner Chief Executive is responsible for:

- a) Updating and maintaining a current and accurate record of the Queensland public service senior executive service profile through the Executive Management System from information provided by agencies, including new appointments filled from advertised vacancies.

PART B

FOR APPOINTMENTS (TRANSFER AND REDEPLOYMENT) AND SECONDMENTS TO FILL A VACANCY WITHOUT ADVERTISING

(Form B)

Step 1: The chief executive of an agency is responsible for

- a) consulting with the relevant senior executive and if relevant, the other chief executive for transfer and secondments. For tenured senior executives being redeployed or for secondments to a lower level, the relevant chief executive must also gain the written consent of the senior executive;
- b) preparing and submitting signed and completed documentation to the CCE for consideration and approval for the transfer, redeployment or secondment of the candidate.
- c) Documentation must include:
 - o standard Nomination Form (Form B – permanent appointments and secondments without advertising);
 - o role description;
 - o recommended person's resume and application; and
 - o chief executive's certification of compliance with:
 - relevant Directives;
 - provisions in relevant Act including equity considerations and management and employment principles

Step 2: The Public Service Commission Chief Executive is responsible for:

- a) approving or not approving the recommendation for appointment or secondment within five (5) working days of receipt of all documentation.
- b) if the recommendation is *approved*, providing the chief executive of the agency with confirmation to proceed with the appointment or secondment.
- c) if the recommendation is *not approved*, providing the chief executive of the agency with reasons for not approving the recommendation and, where appropriate initiate further consultation with the relevant chief executive.

Step 3: The chief executive of the agency is responsible for:

- a) preparation of, and, prior to commencing in the role or within five (5) working days following approval by the CCE if already acting in the position, execution of the contract of employment or variation of a contract as appropriate, between the recommended Senior Executive and the chief executive of the agency;
- b) provision of employment information on the Senior Executive as required by the Public Service Commission Chief Executive within 15 working days of the contract being executed.

Step 4: The Public Service Commission Chief executive is responsible for:

- a) Updating and maintaining a current and accurate record of the Queensland public service senior executive service profile through the Executive Management System from information provided by agencies, including new appointments and secondments without advertising vacancies.

PART C

FOR INTERCHANGE ARRANGEMENTS

(Form C)

- a) The implementation of this arrangement does not require approval from the Public Service Commission Chief Executive.
- b) However, the chief executive of the host agency must prepare and submit signed and completed documentation to the Public Service Commission Chief Executive for noting, within five (5) working days of the commencement of the officer/s interchange arrangement.
- c) Documentation must include:
 - standard Interchange Arrangement Form (Form C – Interchange Arrangements);
 - role description/s;
 - recommended person's resume and application; and
 - chief executive's certification of compliance with:
 - relevant Directives;
 - provisions in relevant Act including equity considerations and management and employment principles.

PART D

FOR SENIOR EXECUTIVE OFFICER PROFILE CONFIRMATION TO THE PUBLIC SERVICE COMMISSION

(Form D)

The HR Director or equivalent of the agency is responsible for:

- a) preparing and submitting signed and completed documentation (Form D – SES Officer Profile Confirmation) to the Public Service Commission within 15 working days of the senior executive officer taking up duties;
- b) providing prompt advice periodically to the Public Service Commission of any profile changes applicable to the SES Officer (e.g. position title/designation change; contract variation; pay point; exited role).