**Senior Executive Service Band 3 Selection**

**Intention to Advertise and**

**Invitation to the APS Commissioner**

Where possible, an APS agency’s notice of intent to advertise should be provided to the APS Commission at least one month before advertising the vacancy. Advance notice provides an opportunity for consultation with Chairs of the Secretaries and Deputy Secretaries Talent Council to identify development opportunities.

APS agencies are required to invite the APS Commissioner to participate in SES Band 3 selection processes as a selection committee member. In the event the APS Commissioner is unavailable, please provide details of a proposed APS Commissioner’s representative in the proposed panel composition table below.

The Employment Policy team will confirm the APS Commissioner’s availability. If the APS Commissioner is not available to participate, the Employment Policy team will confirm the suitability of the Commissioner’s representative.

**Vacancy details**

|  |  |
| --- | --- |
| Agency/Department: |  |
| Role title: |  |
| Proposed date to advertise: |  |
| Brief description of the vacancy: |  |
| Merit lists/pools reviewed: | Yes  No |
| Anticipated location of interviews: |  |
| Proposed date/s of interviews: |  |

## Agency contact details

| Name: |  |
| --- | --- |
| Role title: |  |
| Email: | Note: where possible, please provide a group email address. |
| Phone: |  |

### Proposed APS Commissioner’s representative and panel composition

A proposed APS Commissioner’s representative should:

* be an APS employee
* be from a different portfolio to the agency that is filling the SES vacancy
* contribute to gender balance and
* be at a substantive classification level above the SES vacancy – *in this instance you will require a Secretary (or equivalent) to undertake the role of APS Commissioner’s representative.*

| Name | Agency/Department | Classification/ equivalent | Role on selection panel |
| --- | --- | --- | --- |
|  |  |  | Please Select |
|  |  |  | Please Select |
|  |  |  | Please Select |
|  |  |  | Please Select |

### Further information regarding APS Commissioner’s representative

| Following consultation with your networks, if you are unable to identify an APS Commissioner’s representative that meets the criteria, please:  (1) outline all the efforts taken to identify a suitable representative; and  (2) provide further information on your proposed alternative representative, including a rationale for why they are suitable to act as the APS Commissioner’s representative (with reference to the required criteria). |
| --- |
| [Delete this on completion.  1. Include what efforts have been made to source a representative that meets the requirements.  2. Outline what experience and qualities the alternative representative brings that supports the intent of the missing criteria.  For example: a proposed Commissioner’s representative that is a non-APS SES employee, outline their APS experience to demonstrate they understand the APS operating environment and the principle of merit. If the proposed Commissioner’s representative is within the same portfolio, you may outline what experience they have from outside the portfolio and demonstrate how they bring a broad perspective. |

Please note that this form will be provided to the Office of the APS Commissioner and the APS Commission Talent Management team.

For enquiries and to return the form, please email [employmentpolicy@apsc.gov.au](mailto:employmentpolicy@apsc.gov.au) or call (02) 6202 3857 for assistance.