

# Proposed APS Commissioner’s Representative

# Senior Executive Service Band 1 and 2 Selection

APS agencies are required to propose an APS Commissioner’s representative to participate in SES Band 1 and 2 selection processes and seek approval of the proposed representative prior to the commencement of the SES selection process.

The Employment Policy team will confirm the endorsement of the proposed APS Commissioner’s representative via email.

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.

## Vacancy details

| Department/Agency: |  |
| --- | --- |
| Classification: | Classification | **Gazette notice number:** | VN - |
| Role title: |  |
| Branch/ Division: |  |
| Merit lists/pools reviewed: | Yes [ ]  No [ ]   |

## Agency contact details

| Name: |  |
| --- | --- |
| Role title: |  | **Phone:** |  |
| Email: | Please provide a group mailbox address where possible |

## Proposed panel composition

| Name | Agency/Department | Classification/equivalent | Role on selection panel |
| --- | --- | --- | --- |
|  |  | Classification | Please Select |
|  |  | Classification | Please Select |
| Please insert further rows as necessary |  | Classification | 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 the steps taken to identify a suitable representative; and (2) provide a rationale for how your proposed representative brings attributes similar to the criteria unable to be met.  |
| --- |
| [Delete 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 what APS experience they bring to demonstrate they understand the APS operating environment and merit. If the proposed Commissioner’s representative is within the same portfolio outline what experience they have from outside the portfolio and to demonstrate how they bring a fresh perspective] |

Please email the completed form to the Employment Policy team to seek approval of the proposed Commissioner’s representative, via employmentpolicy@apsc.gov.au or please call the advice line on (02) 6202 3857 for assistance.