

Applying for a Victorian board director position

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Before applying

Please read this document before commencing your application as it will support you to prepare you for submitting your application.

It is recommended that you:

- Read all the documentation available for the board position, research the role of a board director and the health service you are applying for to ensure you understand the role.
- Review the Position Description and the Board Director Capability Framework (the framework) to help you identify which 3 primary, and up to 3 secondary, capabilities you will be nominating in your application.
- Make sure you have all the information you need before commencing your online application such as an up to date resume and names of referees. When submitting your application, please ensure you use a personal email address.

Eligibility requirements for Victorian public sector employees

Employees of Victorian Government departments, statutory authorities (including public health services, public hospitals and multi purpose services) and other entities but excluding local government are classified as members of the Victorian Public Service. Please note that health board directors are not employees.

The eligibility requirements are underpinned by the principle of supporting a culture of integrity and actively managing conflict of interest.

To avoid real, potential and/or perceived conflicts of interest the following criteria apply to applicants who are Victorian Public Sector employees.

- A current employee or contractor of the Department of Health (including an employee on secondment to the department) is not eligible to be appointed to the board of a public health service (including Ambulance Victoria, Forensicare and HealthShare Victoria), public hospital (including early parenting centres) or multi purpose service.
- Current employees of a public health service (including Ambulance Victoria, Forensicare and HealthShare Victoria), public hospital (including early parenting centres) or multi purpose service, are not eligible for appointment to the board of that health service.
- Current employees of a public health service (including Ambulance Victoria, Forensicare and HealthShare Victoria), public hospital (including early parenting centres) or multi purpose service are eligible for appointment to the board of another health service, unless that health service has announced plans to explore an amalgamation with their employing health service.
- Former employees of a public health service (including Ambulance Victoria, Forensicare and HealthShare Victoria), public hospital (including early parenting centres) or multi purpose service are eligible for appointment to the board of that health service if their employment ended more than 18 months prior to the closing date for applications.

Applicants are required to make declarations as part of the application process, and to inform the department if there is a change to their employment circumstances after lodging their application.

Vaccination status

As the position will require you to attend health facilities, compliance with current and future legal requirements in relation to COVID-19 vaccination is a mandatory pre-requisite for appointment to a Victorian health board.

Applicants will be asked to confirm that they: (a) comply with all current legal requirements in relation to COVID-19 vaccination and will, if invited to interview / considered for appointment, provide supporting evidence; and (b) if appointed, take all reasonable steps to remain compliant with all legal requirements in relation to COVID-19 vaccination (for example, undergoing booster vaccination), should such legal requirements change during the term of their appointment.

The application process

All new applicants, and current directors applying for reappointment, must submit their applications online through *Join a Public Board* website (<https://www.boards.vic.gov.au>).

The department encourages applications from women, people of all ages, Aboriginal and / or Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds and from

lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people. We will be able to provide reasonable adjustments to the recruitment process upon request.

Using the Join a Public Board System: Tips and Tricks

Timeout issue

When completing your online application, please be aware that the system will time out after one (1) hour. As the questionnaire requires detail for each nominated capability, this time out factor needs to be considered when completing an application. To avoid losing information entered online, it is recommended that you save a draft application.

What to include in your application

A current Resume

To help us in assessing your application for a board position, please upload a current Resume (PDF preferred) and complete the online application questionnaire. Please keep your Resume to no more than five pages and a publication history is not needed for this role.

It is expected that your Resume demonstrates your capabilities and experience relevant to all aspects of the position you are applying for.

Uploaded documents are preferred in PDF format, however DOC, DOCX, TXT or RFT are also accepted.

Two referees are required to be submitted as part of the online application. These referees should have knowledge of your capabilities. Ideally referees should not include existing board directors or employees of the health service board to which you are applying.

You may save an unfinished application at any time, by 'saving and exiting'. This will save the information you have entered, and you can log in again at a later stage to complete your application.

Once you click SUBMIT you will NOT be able to update your application further.

The department cannot edit your application on your behalf.

Public Health Service Preference

If you are applying for a public health service board as part of the online questionnaire, you will have the option to nominate a preferred public health service. While every effort is made to accommodate this preference, it does not guarantee your appointment to that specific board if you are successful. Applicants are matched to a board according to their knowledge and experience.

If you do not have a preference for a public health service, select 'no preference' from the drop down list.

Multiple Board applications

According to Department of Premier and Cabinet's *Appointment and Remuneration Guidelines* (the Guidelines), an applicant should not hold more than three positions on Government boards at any one time. The selection panel will not consider more than five applications to public health boards. If more than five positions are applied for, only the first five will be considered.

Areas of knowledge and experience

As part of the online questionnaire, you must indicate three (3) primary capabilities. These are briefly defined in the questionnaire and in further detail in the Position Description and in the framework which can be accessed at <https://www.health.vic.gov.au/applying-for-board-director-positions>.

It is expected that your responses in the questionnaire will demonstrate your knowledge and experience for your 3 nominated primary capabilities. The information that you provide will be used to assess your application. Please provide the relevant evidence to support your application to demonstrate that you meet the criteria listed under the framework. The information in your Resume should also support the information provided in the questionnaire.

In addition to your three primary capabilities, you have the option to nominate up to three (3) secondary capabilities that are supported by your knowledge and experience. If you do not nominate any secondary capabilities, you must select not applicable from the dropdown list and write not applicable in the text below this requesting a rationale for secondary capabilities.

Please do not select the same capability more than once. If you do this may invalidate your application.

If you are planning on nominating law as a capability, you must include a copy of your current (or previously held) practising certificate with your application. If you are planning on nominating registered clinician as a capability, you must include your Australian Health Practitioner Regulation Agency registration number as part of your application.

Directors appointed to a board are preferred to be proficient in the nominated primary capabilities and attain the foundation capability level on all remaining capabilities within the first year after appointment.

Please note there is a word count limit for each primary and secondary capability that you complete. The maximum word count is 4,000 words. There is one text box available to provide a rationale for any secondary capabilities. If you exceed the word limit, the information entered more than this limit will not be retained by the system.

Collaboration

Collaboration and health service partnerships is a fundamental enabler for an effective and efficient health system. Being able to demonstrate achievements through partnering and strong working relationships, particularly in the Victorian health sector, will be highly valued.

Please note there is a word count limit for the question on collaboration and partnerships. The maximum word count is 2,000 words. If you exceed the word limit, the information entered exceeding this limit will not be retained by the system.

After you've applied

Shortlisting

After the closing date, applications will be reviewed and assessed against the requirements of the position. The selection panel will recommend applicants to be shortlisted.

Declaration of Private Interests

In accordance with good HR practice, all shortlisted applicants will be required to complete a Declaration of Private Interests to the satisfaction of the Minister. The department will request this form from you at the shortlisting stage of the process.

The Declaration of Private Interests form provides for disclosure of pecuniary or other private interests (for example, business interests with a health service, a family member employed by the same health service), which may conflict with the proper performance of a board directors' duties. It is important that applicants

clearly identify any conflicts of interest that may arise if appointed to a board and specify how these conflicts may be managed.

Conflicts may be actual, potential, or perceived, or represent a conflict of duty. A conflict of interest is where a person has private or other professional interests that could improperly influence, or be seen to influence, their decisions, or actions in the performance of their public duties as a board director.

If in doubt declare the potential conflict, so that it can be assessed by the selection panel. A conflict of interest does not necessarily mean that an application is disqualified.

If, after providing this declaration, there are material changes to the information please contact the Health Service Governance team at the department by emailing healthservicegovernance@health.vic.gov.au to provide an update.

If you are subsequently appointed to a board, you will be required to provide an annual Declaration of Private Interests as per section 6.7 of the Guidelines. However, any material changes to your circumstances should be notified to the board chair as soon as practicable.

Interview

If you are offered to attend an interview, you will be contacted by telephone and/or email to arrange a suitable day and time. Interviews may be conducted through various media.

During the interview, the selection panel will ask you a series of questions to further assess your potential suitability as director of the respective health service board. The questions will focus on the requirements of the position and are likely to ask you to draw upon your experience and talk about specific situations that you have encountered in the past.

Following the interview, the selection panel will recommend which applicants will progress to the next stage in the appointment process.

Safety screening and probity checks

Appointment (including reappointment) to a board is subject to satisfactory completion of formal safety screening and probity checks. You will be contacted by email about these checks.

These include:

- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority
- a national criminal history records check
- International police check (if you lived overseas for more than 12 months in the last 10 years)

You will be asked as part of the initial online questionnaire if you have lived for more than 12 months in another country in the past 10 years. If you tick 'yes', and are shortlisted, an international police check will be required.

If an international police check is not available for the country in which you lived, you will be required to make a legally binding declaration regarding your criminal history.

Advising outcomes

The board director appointment process is a lengthy one as there are more than 250 board director positions to be filled across public health boards in Victoria.

All board appointments require the approval of the relevant Minister and Governor in Council. The department is anticipating this will occur in May 2023.

All applicants will be contacted by email as soon as possible. You may receive emails throughout the appointment process from the email addresses below, which should be added to your safe sender list to avoid them going to spam / junk folders:

noreply@getonboard.vic.gov.au

noreply@boards.vic.gov.au

healthservicegovernance@health.vic.gov.au

Confidentiality and privacy

The selection process and all matters relating to it are treated as strictly confidential. Personal information received during the appointment process will be managed in accordance with the *Privacy and Data Protection Act 2014 (VIC)*.

For further information

If you have any general questions regarding the appointment process you are welcome to contact the Health Service Governance team at the department at the following email address

healthservicegovernance@health.vic.gov.au.

If you would like help understanding this document or would like to receive it in another format please phone 03 9456 3724, using the National Relay Service 133 677 if required, or email healthservicegovernance@health.vic.gov.au

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