

# Applying for a board director position

Public Hospitals, Multi Purpose Services and Early Parenting Centres

**OFFICIAL**

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## Before applying

It is recommended you read this document though before commencing your application.

Read all the documentation available such as the Position Description, 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 identify which 3 primary and (up to) 3 secondary skills you will be selecting and prepare information to articulate your qualifications/ expertise.

Make sure you have all the information you need before commencing your application such as an up to date CV, names of referees etc.

## Eligibility requirements

To avoid real, potential and/or perceived conflicts of interest the Minister has expanded the refined the eligibility requirements for appointment as a board director. When considering applying, please refer to the eligibility criteria below:

- 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, public hospital (including early parenting centres) or multi purpose service.
- Current employees of a public health service, public hospital (including early parenting centres) and multi purpose service, are not eligible for appointment to that public health entity.
- Current employees are eligible for appointment to another public health entity, unless that entity has announced plans to explore an amalgamation with their employing entity.
- Former employees of a public health service, public hospital (including early parenting centres) and multi purpose service are not eligible for appointment to that public health entity if their employment ended less than 18 months prior to the closing date for applications.

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

These criteria apply only to new directors seeking appointment and current directors applying for reappointment. Ongoing directors are subject to the existing conflict of interest and conflict of duty policies of their board.

## 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 the Board. For example, public health directions presently require vaccination against COVID-19 (or evidence of valid medical exemption), in order to enter a health facility and for most workers leaving home to attend a work premises. 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, undertake to 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 your appointment.

## The application process

All vacancies for director positions on public boards and multipurpose services will be advertised on the Public Boards website (<http://boards.vic.gov.au>)

All new applicants, and current directors applying for reappointment must submit their applications through this website. Applicants can initiate their application by clicking on the 'Search board vacancies' tab from the home page and searching by health service/hospital name. Alternatively, a link can be obtained from the Health Service Governance team at the Department of Health (the department) by emailing [healthservicegovernance@health.vic.gov.au](mailto:healthservicegovernance@health.vic.gov.au).

## Using the Boards.vic System: Tips and Tricks

### Timeout issue

When completing your application, please be aware that the system will time out after one (1) hour. As the questionnaire requires a rationale for each key area of expertise, this time out factor needs to be considered when completing an application. To avoid losing information entered to your application you can save a draft application.

### What to include in your application:

#### A current Curriculum Vitae / Resume

To help us in assessing your potential suitability for a board position, please upload a current Curriculum Vitae / Resume (PDF preferred) and complete the online application questionnaire. Please keep your Curriculum Vitae / Resume to no more than five pages. Please do not include a publication history. The key is for your Curriculum Vitae / Resume to highlight your areas of expertise relevant to your application.

It is expected that your Curriculum Vitae / Resume highlights your skills and experience relevant to all aspects of the position you are applying for.

The department prefers that your uploaded attachments are in PDF format, however .doc, .docx, .txt or .rtf format is also accepted.

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, and the department cannot edit your application on your behalf. **Please use the 'save and exit' button until you are sure you are ready to submit your application.**

The application process requires the names of two referees to be submitted to support your application. These referees should have knowledge of your capabilities. Ideally referees should not include existing board directors or staff of the health service.

### Multiple Boards

Applicants are able to apply to a maximum of five board director positions. If more than five positions are applied for, only the first five will be considered.

### Areas of knowledge and expertise

As part of the online questionnaire, you must indicate three (3) primary capabilities/skills that are supported by your qualifications and experience. These are defined in the questionnaire and in further detail in the Position Description. In completing your application please refer to the Board Director Skills Capability Framework (the framework) which can be accessed at <https://www2.health.vic.gov.au/hospitals-and-health-services/boards-and-governance/current-appointment-processes>. Your application should address the criteria outlined under the proficient capability level in the framework. Be prepared to articulate your expertise/qualifications in the questionnaire itself for the primary skills you have selected. The framework is to be trialled for the 2022 appointments round. While applicants who meet these standards will be preferred it is not mandatory in this round that all recommended appointees are proficient.

**Please note:** The information that you supply will be used to assess your application. You will not be considered for a primary skill if you do not articulate in the questionnaire your experience / qualification / accreditation. Please provide the relevant information / evidence to support your application and demonstrate that you meet the criteria listed under the framework. The information in your curriculum vitae should support the information provided in the questionnaire.

In addition to your three primary skills, you have the option to indicate up to three (3) secondary capabilities/skills that are supported by your qualifications and experience. If you do not have any secondary skills, you must

select not applicable from the dropdown list and write not applicable in the text below this requesting a rationale for secondary skills.

The skills required of a board director, whether indicated by an applicant as primary or secondary, are defined in the position description.

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

## Health Service Partnerships

Collaboration, through the recently established Health Service Partnerships, is a key Victorian Government priority (<https://www2.health.vic.gov.au/health-service-partnership>). As a result of this priority Health Service Partnerships will also be a key focus when assessing applicants for appointments to boards. Applicants should have a demonstrated history of achievement through collaboration and partnering. Being able to demonstrate strong working relationships, particularly in the Victorian health sector, will be highly valued.

## Character count limit

Please note there is a character count limit for the question on health service partnerships. The maximum character count is 2,000 characters which equates to approximately 300-400 words. If you exceed the character limit, the information entered in excess of this limit will not be retained by the system.

Please note there is a character count limit for each primary skill that you complete. The maximum character count is 4,000 characters which equates to approximately 600-800 words. There is also a character count limit for any secondary skills that you complete. There is one text box available to provide a rationale for any secondary skills. If you exceed the character limit, the information entered in excess of 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 decide which applicants will be shortlisted and progress to the next stage. It is a highly competitive process and will be based on the documentation provided, experience and nominated skills.

### Declaration of Private Interests

In accordance with government policy, all applicants will be required to complete a Declaration of Private Interests to the satisfaction of the Minister.

Your application for a board position includes a mandatory Declaration of Private Interests form if you are successful in being shortlisted by the selection panel. This form provides for disclosure of pecuniary or other private interests (for example, private business interests with a health service, a family member/close personal friend employed), which could conflict with the proper performance of 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 will be managed. If in doubt, it is recommended that you declare the potential conflict, so that it can be assessed by the department. A real or potential conflict of interest does not necessarily mean that an application is disqualified.

The department will request this form from you at the shortlisting stage of the process.

If, after providing this declaration, there are material changes to the information please contact the department to provide an update. If you are subsequently appointed to a board you will be required to provide an annual Declaration of Private Interests, however any material changes to your circumstances should be notified as soon as practicable.

## Interview

Shortlisted applicants will be called for interview. Your interview will be conducted by a panel of current board Directors from the board you are applying for. If you are required to attend an interview, you will be contacted by telephone and/or email to arrange a suitable day and time.

## Safety screening and probity checks

Appointment (including reappointment) to a board is subject to satisfactory completion of formal safety screening and probity checks. These checks will be completed after interview. 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

If you are shortlisted, you will be requested to complete a form for a national police check to be undertaken by the department. The form will be sent to the email address you have registered as part of your profile. You must complete the form and provide four forms of identity (as listed on pages 4-5 on the form).

You will be required to bring your supporting identity documentation when you attend an interview.

- International police check (if you have lived overseas in any one particular country for greater 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. You will be contacted by email about this.

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

During the interview, the interview panel will ask you a series of questions to further assess your suitability for the position of board director. 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 interview panel will determine which applicants will progress to the next stage in the appointment process.

## Advising outcomes

All applicants will be contacted by email as soon as possible once an outcome has been reached. The process of recruiting to health service boards is a lengthy one and can take up to 6 months or longer.

If you are recommended for appointment to a public health board, you will be formally advised of your appointment details just prior to your commencement.

## 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 of Health at the following email address [healthservicegovernance@health.vic.gov.au](mailto:healthservicegovernance@health.vic.gov.au).

To receive this publication in an accessible format [email Health Service Governance unit <healthservicegovernance@health.vic.gov.au>](mailto:healthservicegovernance@health.vic.gov.au)

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Available at health.vic website [health.vic.gov.au/governance](http://health.vic.gov.au/governance)