

# Applying for a board director position

Public Health Services, Public Hospitals, Multi Purpose Services, Ambulance Victoria and Health Purchasing Victoria

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## The application process

All vacancies for director positions on Victoria's public health service, public hospital, multi purpose service, Ambulance Victoria and Health Purchasing Victoria boards will be advertised on the Get on Board website (<http://getonboard.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 'Vacancies' tag 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 and Human Services by emailing [board.appointments@dhhs.vic.gov.au](mailto:board.appointments@dhhs.vic.gov.au).

## Using the Get on Board 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. It is also recommended you read this document before commencing your 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.

If you hit 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 will be asked to indicate up to 3 areas of expertise that support your qualifications and experience. These are defined in the questionnaire (when you select an area of expertise) and in further detail in the Position Description. Be prepared to articulate your expertise/qualifications in the questionnaire itself for the areas of expertise you have selected.

**Warning:** The information that you supply will be used to assess your application. You will not be considered for an area of expertise if you do not articulate in the questionnaire your experience / qualification / accreditation. There is no need to fill this text field in full, but you must include what you are relying on to make the claim that you have that expertise. For example, a person who wants to demonstrate their finance expertise by the fact they have a Certified Public Accountant (CPA) would simply write 'CPA' in the text field of the questionnaire, which would also be further detailed in the curriculum vitae / resume.

*Please don't tick the same area of expertise more than once.*

## Character count limit

Please note there is a character count limit for each area of expertise that you complete. 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.

## 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. This form provides for disclosure of pecuniary or other private interests (for example, private business interests with a health service, a family member 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 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.

## 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.

### Interview

Shortlisted applicants may be called for interview. 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 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 of Health and Human Services. The form will be emailed 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 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 you don't need to complete an international police check, you will be required to make a legally binding declaration to that effect in the questionnaire.

During the interview, the interview panel will ask you a series of questions to further assess your potential 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.

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

## 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 and Human Services, by telephone on 9096 7072 or 9096 8059 or email [board.appointments@dhhs.vic.gov.au](mailto:board.appointments@dhhs.vic.gov.au).

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< [board.appointments@dhhs.vic.gov.au](mailto:board.appointments@dhhs.vic.gov.au) >

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