



Position	Commissioner of Police
Department	New Zealand Police
Purpose	This guide provides information about the process for the appointment of the Commissioner of Police, New Zealand Police.
Contact person	If you have any questions during this process, please do not hesitate to contact one of the consultants supporting this recruitment: David Hollander or Simon Boyes, JacksonStone & Partners DDI: 04 550 8000

Making an application

General	<p>Your application for this position should include:</p> <ul style="list-style-type: none">• A short cover letter expressing interest in the position• A current curriculum vitae detailing your work history (including dates and position titles), educational qualifications, and your preferred contact details• A fully completed application form <p>Further information has been detailed below.</p> <p>Applications must be submitted on www.jacksonstone.co.nz Ref 6447 by Sunday 13 October 2019.</p>
Application form Section A – Competency self-assessment	<p>This competency self-assessment section will be used to assist in the process of evaluating applicants.</p> <p>Please provide at least two examples for each competency detailing projects, tasks or occasions where you have demonstrated each of the competencies described in Section A of the application form.</p> <p>These competency descriptors are based on the Leadership Success Profile. The full Leadership Success Profile is available from the State Services Commission's (SSC) website. Please visit www.ssc.govt.nz/leadership-success-profile for more information.</p>
Application form Section B – Referee details	<p>This section asks you to provide the details of referees who can help us create a 360 degree picture of your personal attributes, behaviours, and skills. These referees will be your current and previous managers, peers, junior staff members, direct reports, or others.</p> <p>Please ensure you provide each referee's name, title, relationship to you, and their preferred contact phone numbers. If they are based outside of New Zealand, please also provide an email address for that referee.</p>

These referees will not be contacted unless you are a preferred candidate for the position.

Application form
Section C –
Authorisation

In completing the authorisation section of the form you are allowing the State Services Commissioner, or his designated representative or agent, to undertake the following checks:

- We may approach, in confidence, not only the referees you have named, but other people who have personal knowledge of you to gather information related to your suitability for this appointment.
 - We may search your personnel files held by your current and previous employers.
 - Qualifications, criminal background, and credit checking is completed by, or on behalf of, SSC.
 - Security checks by the New Zealand Security Intelligence Service are required. These include vetting through New Zealand Police and the Serious Fraud Office.
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Application form
Section D – Criminal
convictions
declaration

The information in this section is required to check whether you have any past criminal convictions or pending charges that might impact on your ability to be effective in the position. The information collected in this section relates to obtaining the necessary security clearance required by this position.

We will confirm the details you have given through a criminal history check carried out by the Ministry of Justice. Only those directly involved in the recruitment, including our agents (and if necessary a legal advisor), will have access to this information prior to your appointment.

The information provided in this section by unsuccessful applicants will be destroyed at the completion of the recruitment process.

If you fail to provide relevant information and the State Services Commissioner subsequently discovers that you have a criminal conviction that could not be withheld under the Criminal Records (Clean Slate) Act 2004, or a charge was pending, your application will be deemed invalid.

See 'Key legislation' below for information on the Criminal Records (Clean Slate) Act 2004.

Application form
Section E –
Leadership Insight
information

This section is to give SSC permission to use your Leadership Insight information (where this assessment has been previously completed) for the purposes of this recruitment process.

Application form
Section F – Conflict
of interest

A conflict of interest means a conflict between a public duty and private and/or personal interests. Personal interests may be financial or relate to family, friends or associates. Conflicts of interest may be actual, potential or perceived. A conflict of interest may happen at any stage during the recruitment process. You are responsible for advising SSC immediately if you believe there is a possible conflict of interest. Please note that this will not invalidate your application but will be taken into consideration.

Key legislation

Policing Act 2008

The Commissioner of Police is appointed by the Governor-General on the recommendation of the Prime Minister (s. 12).

The State Services Commissioner is responsible for managing the process for the appointment, and providing advice on nominations to the Prime Minister and Minister of Police (s. 14).

Privacy Act 1993

The recruitment process is subject to the provisions of the Privacy Act 1993. Personal information collected during this recruitment process will be used solely for assessing your suitability for employment in this position. It will be held confidential to the Commissioner, the recruitment and assessment consultants, the interview panel and to SSC staff who will assist the Commissioner with this appointment process. Evaluative information will be held in confidence and you do not have right of access to it.

Your authority is needed to gather some of this information and an authorisation section is attached for this purpose. If you are appointed to this position the information will be retained. If you are unsuccessful all of your application documents will be destroyed, unless you request that they be returned.

Criminal Records
(Clean Slate) Act
2004

[Extract from Ministry of Justice pamphlet 'Criminal Records (Clean Slate) Act 2004']

You must meet all conditions in section 7 of the Act (a summary is set out below) before your convictions can be withheld. The Act should be consulted for full information (see www.legislation.govt.nz – exceptions to the Clean Slate scheme are found in section 19 of the Act).

You must:

- Have no convictions within the last seven years
- Never have been sentenced to a custodial sentence e.g. imprisonment, corrective training, borstal

- Never have been ordered by a Court following a criminal case to be detained in a hospital due to your mental condition instead of being sentenced
- Not have been convicted of a "specified offence", e.g. sexually offending against children and young people or the mentally impaired
- Have paid in full any fine, reparation, or costs ordered by the Court in a criminal case
- Never have been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or equivalent provision.

If you meet these requirements you could answer "No".

The appointment process

Applications	The application deadline for this position is Sunday, 13 October 2019 at 5.00 pm.
Assessments	<p>You may be invited to undertake an assessment and this will be catered to the position. This step can provide the State Services Commissioner and the interview panel with further information on your suitability for the position of Commissioner of Police.</p> <p>You will be given detailed feedback on your assessments by the assessor, if you request it.</p>
Interviews	Interviews will take place in Wellington. Shortlisted candidates will be given more details on the interview panel and process at the time of arranging interviews.
Panel Interviews	<p>The State Services Commissioner will chair the interview panel, which is expected to include the Deputy State Services Commissioner and a number of invited people. Panellists may be chosen for a number of reasons, such as to provide expertise in a particular field. Panellists attend in their own right. The panel has an advisory role in assisting the Commissioner to determine the extent to which candidates meet the requirements for appointment as Commissioner of Police, New Zealand Police.</p> <p>The State Services Commissioner will provide advice on the preferred nominee to the Prime Minister and the Minister of Police, and Cabinet will then decide whom to recommend for referral to the Governor-General.</p>