

## Tell us about the opportunity available in your agency

This form collects information to present your opportunity to either the Public Service Leaders Group (through the Opportunities Page) or Career Boards, or both.

Opportunities for Career Boards will feed through to the Career Board secretariat to direct the brokering.

If your opportunity is a role please make sure you have the [MyLSP role profile](#) and Job Description ready.

Opportunities will usually be published after 72 hours of you providing the information to us. If the opportunity is urgent, please indicate in the form so we can contact you immediately.

### Where do you want your opportunity to be presented? Tick all that apply.

Talent Exchange Opportunities Page      Career Board brokering via Secretariat

### This will be the headline for the opportunity \*

Permanent      Shadow / Visit      Coaching / Mentoring      Project / Assignment  
Governance Board      Possible opportunity to flag interest in      Acting / Secondment

### Complete role or opportunity title: \*

e.g. Acting Deputy Chief Executive, Corporate Services

### Which agency is this opportunity in?

### If agency is not in list above:

e.g. Callaghan Innovation

**Location of opportunity: \***

e.g. Wellington, tbc

**Duration: \***

e.g. 1 month acting role, Permanent, tbc

**Who is the main contact for this opportunity? \***

First Name      Last Name

**Role title of this contact: \***

**Email \***

example@example.com

**Contact Number**

Area Code      Phone Number

**Who submitted this opportunity (if differs from contact person)? Note: Only the contact details of the above Main Contact will be public on the opportunity posting \***

Contact name, title and email address

**OPPORTUNITY DETAILS**

**Describe the opportunity in brief: \***

What are the main accountabilities and responsibilities of the role or opportunity? For example, the role is responsible for the development and leadership of cross functional teams to deliver the highest levels of corporate support across the agency.

**What must a senior leader already have to be selected for and successful in this opportunity (i.e. "must-have" capabilities, experience, level of potential)? \***

e.g. Must already be skilled and experienced in working with Ministers?

**What role will this opportunity report to? \***

e.g. Chief Executive, Ministry of Justice, tbc

**Why has this opportunity become available? \***

e.g. Incumbent moving on/on holiday, possible new work coming up that people can indicate an interest in now

**THE DEVELOPMENT THIS OPPORTUNITY COULD PROVIDE**

More information about the leadership capabilities or the Leadership Success Profile are available through <http://www.ssc.govt.nz/leadership-success-profile>

**Which of the following types of leadership challenges are involved? Or, tick the kind of development a leader will stretch into by taking on this role. (Tick at least one and up to four) \***

- High strategic demands      Member of an executive leadership team
- Governance Board membership      Parliamentary process contribution (e.g. Select Committee)
- Start-up      Change management and transformation
- Workforce challenge (e.g. industrial issues, high turnover)
- Fix-it or turning team/business unit around after failure
- Cross-move to different functional area (little notice)      Leading through a team of leaders
- Commercial – Public sector cross-move      Addressing significant financial challenge/s
- Project/programme leadership      Corporate – Operations cross-move
- Technology innovation and digital transformation      Scope and/or scale increase
- Business process improvements      Operations – Policy cross-move
- International assignment or project      Cross-functional, cross-agency task force or review
- Central agency – Delivery agency cross-move
- Ministerial engagement and relationship management      Crisis management
- External relationship management for agency or sector
- Sustained delivery of front-line business as usual services

Guidance on how to target the most useful types of leadership challenges to meet an individual's development needs is currently being produced.

**Any other comments about the development a leader could gain through this opportunity**

**TIMEFRAMES AND SPECIAL REQUIREMENTS**

**Is this opportunity urgent or short notice? \***

Yes, we need someone urgently to fill this opportunity. No.

**When shall we make this opportunity available? \***



Day    Month    Year

**When shall we close this opportunity? \***



Day    Month    Year

**Are there other special requirements for this opportunity?**