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Position	Chief Executive and Director
Organisation	Government Communications Security Bureau (GCSB)
Purpose	This guide provides information about the process for the recruitment and selection of the Chief Executive and Director, GCSB. The Chief Executive and Director <b>must</b> be a New Zealand citizen. The State Services Commissioner is managing this appointment on behalf of the Prime Minister.
State Services Commission contact person	If at anytime during this process you have any questions, please do not hesitate to contact:  Name: Irene Allison Title: Senior Advisor, State Sector Performance Group Phone: 04 495 6673 Email: <a href="mailto:irene.allison@ssc.govt.nz">irene.allison@ssc.govt.nz</a>

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## Making an application

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General	Your application for this position should include: <ul style="list-style-type: none"><li>• A short cover letter expressing interest in the position</li><li>• A summarised curriculum vitae</li><li>• A completed self assessment form</li><li>• Completed referee details and authorisation form</li></ul> Further information has been detailed below.
Curriculum vitae	Your curriculum vitae should include: <ul style="list-style-type: none"><li>• Details of your work history, including the following information for every position held:<ul style="list-style-type: none"><li>- your title, employer and the dates you held the position</li><li>- a list of achievements</li><li>- a brief summary of accountabilities</li></ul></li><li>• Educational qualifications</li><li>• Contact details</li></ul>
Referee details	This form asks you to provide the details of referees who can comment on the personal attributes, understandings and competencies described in the position description for the role and the competency self assessment form.  This form details the kind of referees that are required.  <b>These referees will not be contacted unless you are the preferred candidate for the position.</b>

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Authorisation form

In completing the attached authorisation form you are allowing the State Services Commissioner, or his designated representative, 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. You will be contacted if it is considered helpful to approach referees before the panel interview stage, or any referee not named by you.
- Security checks by the New Zealand Security Intelligence Service are required. These include vetting through the New Zealand Police and the Serious Fraud Office. The full checking is completed only for the preferred candidate but if you are short-listed for an interview for this position you will be asked to complete a security clearance questionnaire

### Key legislation

Government  
Communications  
Security Bureau Act  
2003

The Chief Executive and Director, GCSB is appointed by the Governor-General on the recommendation of the Prime Minister.

Privacy Act 1993

The recruitment process is subject to the provisions of the Privacy Act 1993. Personal information collected during this appointment process will be used solely for assessing your suitability for employment in this chief executive position. It will be held confidential to the State Services Commissioner and the interview panel, the Prime Minister, the recruitment and assessment consultants and to State Services Commission 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 form is attached for this purpose. If you are appointed to this position the information will be retained. If you are unsuccessful your curriculum vitae will be destroyed unless you request that it be returned.

### The appointment process

Timing

The Commissioner endeavours to complete the process within three to four months of advertising the vacancy. The search and recruitment consultant will keep you informed of progress, especially if there are any delays in the process.

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Key steps in the process and timing

	<p>Position is advertised</p> <p>Applications close: 30 May 2011</p>	
	<p>Candidates are assessed and a long list of candidates is developed</p> <p>Unsuccessful candidates are advised by 13 June 2011</p>	
	<p>Long listed candidates are interviewed by the search consultant.</p>	
	<p>A short list of candidates to be interviewed by panel is agreed upon.</p> <p>Long listed candidates, who were interviewed by the consultant, are advised and given feedback by 11 July 2011</p>	
	<p>Short listed candidates undertake an assessment centre in early July - the dates are to be confirmed</p>	
	<p>Short listed candidates interviewed by a panel led by the State Services Commissioner on 14 July 2011.</p> <p>They will also be expected to do a short presentation, the topic for which will be provided two to three days prior to interview.</p>	
	<p>Preferred candidate advised and his/her references are checked.</p> <p>In most instances, unsuccessful candidates will be informed at this stage.</p>	
	<p>The Prime Minister forwards his recommendation for appointment to Cabinet, for referral to the Governor-General.</p> <p>This process takes approximately four weeks from the date of the panel interview.</p>	
	<p>Successful candidate announced in August 2011.</p> <p>Unsuccessful candidates are given feedback.</p>	

Search and recruitment consultant

A search and recruitment consultant will assist the State Services Commissioner with initial interviewing and assessment or testing.

The consultant will contact candidates successful at the long listing stage to arrange an in-depth interview. This interview will be structured so as to enable you to discuss the relevant competencies and achievements. The consultant may also seek your agreement to approach referee(s) who would be able to comment on your examples. If short listed for the position, the consultant will verify the details of your curriculum vitae.

Assessment centre consultant

If short listed for the position, you will be asked to undertake a half day assessment centre. This will provide the State Services Commissioner and the interview panel with further information on your suitability for the position of Chief Executive and Director, GCSB. The assessment centre will be tailored to the position and could involve an in-depth interview, a simulation or role play, problem

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solving and learning agility tests etc.

You will be given in-depth feedback on your performance.

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#### Panel Interviews

The State Services Commissioner will convene an interview panel to assist him to determine which candidate (or candidates) best meets the requirements for appointment as Chief Executive and Director, GCSB. The State Services Commissioner will report on these matters to the Prime Minister, and Cabinet will then decide whom to recommend to the Governor-General for appointment.

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