



Jawun Executive Secondments: Nomination Form 2019

Please type your responses

1 Nominee details:

Title: Given Name: Surname:

Job Title: Classification:

Agency: Division/Branch:

Location address:

Email: Work Phone: Mobile:

2 Please attach a copy of your resume (4 pages maximum) to your application:

3 Addressing the Selection criteria (complete the template on page 4):

- A. In 250 words or less, please **outline your reasons** for nominating to participate in the Jawun Executive Secondment Program 2019.
- B. Undertaking a secondment will require resilience, adaptability and a high degree of self-awareness. In 250 words or less, provide an example of a time in which you were able to **display these attributes**.
- What was the situation?
 - Why did it require a display of resilience, adaptability and self-awareness?
 - What did you do?
 - What was the outcome?
- C. One of the goals of these secondments is to build Indigenous organisational capability and provide practical assistance across a range of areas within a short timeframe. In 250 words or less describe a situation in which you were able to **achieve outcomes in short timeframes**.
- What was the situation?
 - How did you approach the time restrictions?
 - What was the outcome?

4 Placement preferences for 2019 - please number boxes in order of preference, where 1 is your first preference:

Round 2 (2 Jun - 12 Jul) Round 3 (29 Sep - 7 Nov)

Please tick your preferred region/s: LOWER RIVER MURRAY FAR WEST COAST



5 Nominee skills:

A range of skills have been identified which may be required during secondments. Please indicate your level of skill (very high, high or medium) in the following areas. Please add any additional relevant skills.

Skills (leave blank if no expertise/experience in a particular skill)	Skill Level		
	Very High	High	Medium
Administration (general)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architecture / Town Planning / Build Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Analysis / Business Improvement (systems, processes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Case Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Planning / Enterprise Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Strategy Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Assets, Scoping of Opportunities and Investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications: Marketing / Public Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications: Creative / Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Management / Procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Governance / Governance Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrepreneurial / New Ventures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance (including modelling and projections, investment advice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources (including HR systems / Performance / IR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information / Communications Technology Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology: app/software development, engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media / Social Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Research, Design, Development and Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scientific (including environmental science)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategy / Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholder Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statistician (including census data)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training, Learning & Development, Coaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Health Safety & Wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Other skill set not covered above)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Other skill set not covered above)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Other skill set not covered above)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6 Nominee declaration:

I..... , confirm that:

- The information provided is true to the best of my knowledge.
- If selected I will participate to the best of my ability in the Jawun Executive Secondment Program 2019.
- If selected I agree to abide by any terms and conditions required for the secondment, including compliance with drug and alcohol policies* where necessary.
- If selected I will participate fully in the debriefing, assessment, surveys and evaluation processes following the secondment. I also agree to provide OCPSE with a case study of my time on secondment.

Signature:..... Date:

**Please note that drug and alcohol policies differ for each region/placement. Once a secondment placement is confirmed the secondee will receive a personal login for [Jawun's website](#) , where the specific policies relating to their confirmed region will be available for review.*

7 Manager Support:

I have reviewed this nomination and support the nominee's participation in the Jawun Executive Secondment Program 2019.

Title: Given Name: Surname:

Position:

Signature:..... Date:

8 Agency Head/ Chief Executive Officer:

I endorse this nomination and agree to support the employee's participation in the Jawun Executive Secondment Program 2019. I also agree to promote the employee's secondment within this agency. I confirm, that if this applicant is successful, the salary, placement costs, travel and meal allowances, will be met by this Agency.

Title: Given Name: Surname:

Position:

Signature:..... Date:

Endorsed nominations should be forwarded to DTFOPSLeadership@sa.gov.au at least six weeks prior to the commencement of the first placement preference.

For further information on a Jawun SA Government Executive Secondment

- Visit the [OCPSE Jawun](#) page on the Office of the Commissioner for Public Sector Employment web site.
- Email DTFOPSLeadership@sa.gov.au or telephone Donna Robb on 0466 025 884.





Addressing the Selection Criteria

In 250 words or less, please outline your reasons for nominating to participate in the Jawun Executive Secondment Program 2019.

Dotted lines for writing response.

Undertaking a secondment will require resilience, adaptability and a high degree of self-awareness. In 250 words or less, provide an example of a time in which you were able to display these attributes.

- What was the situation?
• Why did it require a display of resilience, adaptability and self-awareness?
• What did you do?
• What was the outcome?

Dotted lines for writing response.

One of the goals of these secondments is to build Indigenous organisational capability and provide practical assistance across a range of areas within a short timeframe. In 250 words or less describe a situation in which you were able to achieve outcomes in short timeframes.

- What was the situation?
• How did you approach the time restrictions?
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