

Approved Procedure 2 - Senior Executive Service

Introduction:

Section 42(1) of the Public Sector Management Act 1994 (PSM Act) defines the purpose of the Senior Executive Service (SES) as:

"(a) to provide for a group of executive officers who are capable of–

- furnishing high level policy advice and undertaking managerial responsibilities in agencies; and
- being deployed within agencies, and between agencies, so as best to promote the efficiency of the Public Sector; and

(b) to promote the efficiency of individual agencies."

Membership of the SES is defined by Section 43(1) of the PSM Act and Regulation 6 of the Public Sector Management (General) Regulations.

Scope and Coverage

This Approved Procedure applies to those agencies forming part of the Public Service as defined in Part 3 section 34(a)-(c) of the PSM Act, as follows:

- Departments.
- SES organisations, insofar as any posts in them, or persons employed in them, or both, belong to the Senior Executive Service.
- Agencies that employ persons under Part 3 of the PSM Act.

Specifically it relates to:

- The creation, variation and reclassification of, and the payment of a Temporary Special Allowance in respect of, positions above Level 8.
- SES selection criteria.
- SES contracts.
- SES information reporting requirements.

Classification of Positions above level 8 (SES)

Section 29(1)(h) of the PSM Act provides for employing authorities to classify SES positions above level 8 in accordance with Approved Procedures.

Employing authorities shall forward all proposals for the creation, variation and/or reclassification of positions and the payment of temporary special allowances above Level 8 to the PSC for assessment and endorsement.

The objective of this Approved Procedure is to –

ensure the appropriate classification of all SES positions above Level 8 in a consistent manner across the public sector; and
maintain the integrity of the aims and objectives of the SES through the classification of senior executive officers.

Such proposals must be prepared in accordance with, and satisfy, the requirements of the "Framework for Executive Classifications".

Agencies are not able to classify SES positions which are in the Special Division of the Public Service. These positions are under the jurisdiction of the Salaries and Allowances Tribunal and requests to classify or vary such positions are to be forwarded to the PSC.

Explanatory Notes

SES Positions:

Proposed SES positions will be assessed to determine whether they meet the objectives of Section 42(1) of the PSM Act and conform to Government policy and the aims and objectives of the SES. In making this assessment, the following factors will be taken into account:

- role of the position within the public sector and the agency;
- degree and extent of policy advice and management responsibilities;
- influence on agency and public sector; and
- portability of skills within the public sector.

Job evaluation tool:

Levels 1 - 8: BI/PERS is the approved job evaluation tool, unless otherwise determined by the Public Sector Commission (PSC).

Level 9 and above: as determined by the PSC.

Advertising and Filling SES Positions

Chief executive officers are required to have approval from the PSC prior to advertising and filling any SES position. This includes:

- all reappointments;
- any proposal to transfer or second an SES officer within the public sector.

Approval to advertise and fill a position can be sought at the time that a classification request is submitted for consideration by the PSC by specifying the intention on the Executive Classification Cover Sheet.

All SES vacancies are to be placed on the WA Government Jobs Board (jobs.wa.gov.au), unless otherwise approved. The employing authority may choose to supplement the Jobs Board with advertisements in "The West Australian" (Saturday edition), "The Weekend Australian" and specialist trade or professional journals if the nature of the position lends itself to these publications.

In considering requests to fill SES positions the PSC will take into account:

- the situation of any SES officer or officers performing "other functions" in or external to the relevant agency; and
- other legislative requirements.

Impact of Reclassification on the substantive holder of a reclassified job into or within the SES

In cases of reclassifications it is the job that is reclassified not an officer. CEOs or other relevant employing authorities may seek approval for the substantive occupant of a reclassified job to receive the benefit of the position's new classification level into or within the SES, subject to compliance with Clause 8(1)(b) and (c) of the PSM Act, and provided that the officer has been in the position and undertaking the higher level duties that warranted reclassification of the position, for a continuous period of 12 months. A "continuous period", as referred to above, may include normal and/or reasonable periods of leave (i.e. sick leave and annual leave).

Where an existing SES position is reclassified and the occupant is to receive the benefit of the new classification level, the appointment to the higher Level should be effected by a variation of the occupant's SES contract in accordance with section 56(4) of the PSM Act. The term of the contract will not be affected by the reclassification and in this regard will remain unchanged.

SES Officers on "Other Functions"

Prior to any proposed action to transfer SES officers to "other functions" within the SES, consultation with the PSC is required. The role of the PSC is to assess the nature of tasks to be performed, to ensure they are consistent with membership of the SES, and that they are commensurate with the relevant classification of the SES officer.

The performance of "other functions" should where possible be an interim short-term arrangement only, unless otherwise endorsed by the Public Sector Commission.

Chief executive officers are required to notify the PSC every twelve months of any SES officers in their agency assigned to "other functions" and of their plans to manage that assignment – for example, imminent transfer or appointment to an SES office, or consideration within the expressions of interest or deployment processes conducted by the PSC.

In considering requests to fill SES positions the PSC will take into account the particular situation of any SES officer or officers performing "other functions" in the relevant agency.

SES Selection Criteria

The use of the SES Selection Criteria ensures that a minimum set of essential criteria, reflecting the generic skills required in the SES, are used when selecting SES officers

Essential selection criteria are skills and abilities which must be possessed by the occupant of the position in order to satisfactorily perform the duties and responsibilities of the position, in keeping with the principles and objectives of the PSM Act. As a minimum, all senior executive officer positions must contain the following essential criteria:

- Shapes and manages strategy;
- Achieves results;
- Builds productive working relationships;
- Exemplifies personal integrity and self-awareness; and
- Communicates and influences effectively.

(see the [SES Selection Criteria](#) page for further details)

SES Contracts

Section 56(1) of the PSM Act requires that the employment of SES officers is governed by their contracts of employment. The employing authority is responsible for preparing the employment contract for SES officers.

The PSC has developed a standard contract to ensure SES contracts are valid, consistent with the PSM Act, specify common levels of information and are consistent across the Public Sector.

All employment contracts for SES officers shall conform with the "[Contract of Employment for Senior Executive Service Officers](#)".

Contracts for Chief Executive Officers (CEOs) will be prepared by the PSC.

In keeping with the above objective, any proposed (minor) variation(s) to the standard contract which does not have the effect of altering the intent of a specific clause (or clauses), or the contract generally, may be made. However, where a proposed variation to the standard contract has the effect of altering the intent of a specific clause (or clauses), or the contract generally, discussions shall be held with the PSC prior to signing. Such changes in this instance would include deletions or inclusions of clauses or a variation to a specified amount or time frame.

In those instances where executive officers were appointed to the SES under the provisions of the repealed Public Service Act 1978, agencies shall have regard for and apply the provisions of Clause 13 of Schedule 5 of the PSM Act "General Transitional Provisions".

All executive officers who are new employees of the Western Australian Public Service must sign their contract of employment before commencing their SES appointment.

All executive officers who are existing employees of the Western Australian Public Service must sign their contract of employment within two weeks of commencing employment.

Agency SES Reporting Requirements

To ensure that Government has access to current and accurate information on the employment status of all SES officers, employing authorities shall supply a signed copy of the appointee's SES contract within 10 days of the contract being signed by all parties, together with a copy of the appointee's Curriculum Vitae, and "date of birth" details.

The PSC is also to be informed when an SES position is amended or vacated. For example:

- abolition of a position;
- retitling or other modification to a position; and
- vacancy of a position (including reason for and date of vacancy).

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Public Sector Commission
www.publicsector.wa.gov.au