

# Information for Applicants

## Health Ombudsman

## Introduction

This *Information for Applicants* is to provide an overview of the recruitment process for potential applicants interested in the role of Health Ombudsman.

The Health Ombudsman is a Significant Appointment that is considered by Cabinet and appointed by the Governor in Council upon the recommendation of the Minister for Health and Ambulance Services. As such, expression of interests are being called for now to ensure sufficient time to enable executive government processes to be completed prior to the expiration of the current term on 14 January 2022.

The Department of Health has engaged **OnTalent** to manage the recruitment process.

For more information on the recruitment process, please contact Natasha Olsson-Seeto or Courtney Chambers via [OHO@ontalent.com.au](mailto:OHO@ontalent.com.au) or 07 3305 5800.

For more information on the Office Health Ombudsman please visit their website at [www.oho.qld.gov.au](http://www.oho.qld.gov.au).

## How to apply

Access the Role Description

Apply online at [www.ontalent.com.au/oho](http://www.ontalent.com.au/oho) by midnight (AEST) Sunday, 1 August 2021.

Your application must include:

- **Covering letter** of no more than **two pages** addressing requirements outlined in the Role Description under 'Role Fit',
- Current **Curriculum Vitae** of no more than **two pages**, and
- Completed **Application Form** with legible certified colour copies of identification (refer to Appendix 1 of Application Form).

If you are having difficulty submitting your application, please contact Courtney Chambers via [OHO@ontalent.com.au](mailto:OHO@ontalent.com.au) or 07 3305 5800 for assistance.

## Late applications

If you are unable to apply before the closing date, please contact Natasha Olsson-Seeto or Courtney Chambers via [OHO@ontalent.com.au](mailto:OHO@ontalent.com.au) or 07 3305 5800.

Late applications may be accepted at the discretion of the panel.

## Eligibility for appointment

### Qualifications and professional registrations

While not mandatory, a relevant qualification in the healthcare and/or legal sector, or in management, would be highly regarded.

### Residential Status

Applicants will need to demonstrate their eligibility to work in Australia.

## Shortlisting and screening

### Shortlisting

Initial shortlisting will be undertaken at the close of the expression of interest period.

Applicants will be assessed on their written application and qualification/eligibility checks.

Applicants may be invited to an interview to discuss their suitability.

Where possible, applicants will be kept informed of the progress of their application.

However, the outcome of the recruitment process will not be confirmed until Governor in Council's determination.

### Probity Checks

As a statutory appointment, the Queensland Cabinet Handbook requirements include a range of probity checks to be undertaken on potential nominee/s which include:

- Completion of a personal disclosure regarding conflicts of interest,
- A national criminal history search,
- Searches of the Australian Securities and Investments Commission's banned and disqualified register and bankruptcy index, and
- A review of the Queensland government lobbyist register, and other internet-based searches.

Probity checks will be undertaken following an interview with the selection panel.

### Disclosure

Applicants may be required to disclose any previous serious discipline action taken against them in public sector appointment.

Applicants may also be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003*.

Please note disclosures of conflicts of interest or criminal convictions are considered on a case-by-case basis and may not preclude an applicant from appointment.

## Employment Terms and Conditions

### Appointment

The Health Ombudsman is appointed by the Governor in Council on the recommendation of the Minister for Health and Ambulance Services.

### Term of appointment

The term of appointment is not more than four (4) years, with the possibility of reappointment.

It is anticipated that the Governor in Council will appoint the successful nominee on and from 15 January 2022 (to align with the expiry of the current term).

### Remuneration and allowances

The Health Ombudsman current classification is Chief Executive Band 4.

The total remuneration package, per annum, for Band 4 is between \$345,130 to \$467,002.


The Health Ombudsman is paid remuneration and allowances decided by the Governor in Council.

Determination of the remuneration is based on an assessment of the appointee's experience, knowledge, capability and performance.

## Personal Information

Personal information provided in your application will be treated as confidential and will only be used or accessed by authorised persons for the purposes connected with your candidacy for appointment, and should you be successful in appointment, to ensure an accurate record of nominees and appointees to statutory bodies.

Personal information collected in this recruitment process, will be handled by the Department of Health and **OnTalent** in accordance with the *Information Privacy Act 2009*. The personal information provided by you will be securely stored and made available only to appropriately authorised officers. Personal information recorded will not be disclosed to other parties without your consent, unless required by law.



Personal information may be disclosed as part of the recruitment process, for example, in contacting referees or obtaining certification of public sector employee nominees.