

DEPARTMENT OF HUMAN SERVICES

EXPRESSIONS OF INTEREST FOR APPOINTMENT TO THE *NEONATAL SERVICES ADVISORY COMMITTEE (NSAC)*

GUIDELINES AND INFORMATION FOR APPLICANTS

BACKGROUND

The Minister for Health, the Hon Daniel Andrews MP, seeks expressions of interest from suitably qualified and experienced persons for appointment to the Neonatal Services Advisory Committee (NSAC). Those interested must have a commitment to excellence in public health care and the skills and expertise to contribute to the governance of a complex health care system.

The Neonatal Services Advisory Committee is responsible for providing advice to the Minister for Health and the Department of Human Services on issues associated with the delivery of Victoria's neonatal services. In particular, the committee will provide advice on:

- Policy direction
- System performance
- Methods to ensure delivery of high quality care
- Collaboration between Level 3 and Level 2 nurseries

GOVERNANCE ARRANGEMENTS

NSAC was established in April 2000 to provide advice to the Department and Government on issues associated with delivery of Victoria's neonatal services. The committee is strictly advisory and does not have any decision-making responsibility.

Appointment to NSAC will be for a period of three years. Existing members are eligible for reappointment.

ASSESSING CANDIDATES

The capacity of the candidate to contribute time to the workload and demands of board and committee membership will be a factor in the selection process.

It is important that applicants clearly identify any conflicts of interest that may arise if appointed, and specify how these conflicts will be managed.

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Selection criteria

In selecting candidates, consideration will be given to committee composition and ensuring correct balance. The following criteria will be taken into account:

- continuing high levels of performance in neonatal services
- the integrity of the individual - a high standing in the community is essential
- experience in, or knowledge of, general management or a specialist field which may be relevant
- availability and a good working knowledge and understanding of accountability relationships
- relevant experience
- capacity to think and act strategically
- any legislative requirements.

In addition, in the selection of the Chair, emphasis should be placed on a person has demonstrated:

- clear leadership talents
- impartiality
- ability to work effectively with: stakeholders; other members of the committee; and, the Department.

TERMS AND CONDITIONS OF APPOINTMENT

Short-listed applicants will be assessed to ensure they have the necessary qualifications, skills and experience for the position and that they are able to commit adequate time to the appointment. Applicants will be required to provide information on whether they are current members of any other government bodies.

It is an expectation that, if appointed, members will attend, as a minimum, 75 per cent of meetings held during the year, and that they make a significant contribution to the committee.

Applicants who are currently NSAC members and who are seeking reappointment should be aware that re-appointment is not automatic and that they cannot expect to be re-appointed as a right.

Declaration of private interests

In accordance with Government policy, applicants will be asked to complete a declaration of private interests to the satisfaction of the Minister prior to their appointment to a committee. This provides for disclosure of private interests or other interests, which could conflict with the proper performance of duties.

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The information provided in this declaration will be held and reviewed by the Department in accordance with the Information Privacy Act 2000.

The appointment of individuals, including the re-appointment of any current NSAC members, to the committee is subject to the satisfactory completion of a declaration and other required paperwork.

Probity Checks

It is essential that appointees to Government bodies have records of personal, professional and commercial integrity, and that the public sector is seen as maintaining high standards in this area. In accordance with Government policy, nominees will be required to consent to the conduct of formal probity checks.

These probity checks will consist of an Australian-wide criminal record check by Victoria Police, an Australian Securities and Investments Commission disqualification register check, and a National Personal Insolvency Index check conducted through the Insolvency and Trustee Service Australia.

Applicants are required to provide a completed, signed *Consent to Check and Release National Police Record*. The form should specify that the certificate be forwarded to the Department of Human Services. Applicants holding a police certificate provided within the last 12 months may provide a certified copy of this instead of completing the consent form.

The appointment of individuals, including the re-appointment of any current members, to the committee is subject to the satisfactory completion of the formal probity checks detailed above.

Referee reports

Referee reports are an important part of the selection process and will be obtained for all short-listed applicants. Applicants are asked to nominate 2-3 referees who can support the application relevant to the key selection criteria and duties of the position.

Capacity to commit adequate time

It is important that applicants are aware of the time commitment involved in discharging the duties of being an advisory committee member. Meetings will be held a minimum of three times per year.

There is an expectation that members attend at least 75 per cent of meetings each year.

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APPLICATIONS

Applicants must complete the following documents:

- Application form
- Curriculum vitae (must be typed)
- Consent to check and release
- Declaration of private interests national police record

All forms are also available for download from www.health.vic.gov.au/neonatal

Completed forms must be returned by **Friday 24 October 2008** to:

Ms Andrea Hutchinson
Senior Policy Advisor
Critical Care Programs
Access and Metropolitan Performance Branch
Statewide Emergency Program
Department of Human Services
GPO Box 4057
Melbourne 3001

Further information

If you have any questions regarding the Neonatal Services Advisory Committee please contact Ms Andrea Hutchinson on 03 9096 7797 or andrea.hutchinson@dhs.vic.gov.au