

Information for public sector employee applicants

Definition

Public sector employees include people employed full or part-time in the service of the State of Victoria.

Note: even if employment is a small fraction of Equivalent Full Time (EFT), the person is still a public sector employee and must provide a letter from their employer (see template below) if short-listed for interview.

Employer categories are as follows:

- a Government department
- a statutory body or instrumentality
- public bodies such as public hospitals and community health centres
- local government
- employees of universities and schools are also considered to be public sector employees for the purposes of remuneration.

Conflict of Interest and remuneration

Recommended applicants who are public sector employees will be required to provide a letter from their employer:

- (a) indicating approval for the employee to undertake the position, and
- (b) indicating that there is no conflict of interest for the person to be appointed. In the event that there is a perceived conflict, the extent of this should be articulated, together with any procedures which may be adopted to manage the perceived conflict.

Letter from Employer

The letter should be addressed to the Department of Human Services, and signed by one of the following or equivalent – Head/CEO of the organisation (not the employee's immediate manager), e.g. Dean of the University; Branch Director.

The letter needs to include the following information:

- Confirm that you are aware and whether you support your staff member's application to the specific board.
- Describe the role your staff member undertakes within your organisation, including the hours worked. Please also provide a copy of the job description.
- State if you consider whether there may be any conflicts of interest between the membership of the Board and the staff member's employment and describe the management procedures that will be put in place if there is a perceived conflict or if a perceived conflict arose in the course of being a member of the Board.
- If the staff member is appointed, state whether the Board duties will be undertaken as part of the staff member's substantive employment or outside of the functions and performed in the staff member's own time.
- Attach a copy of the public sector employee's role/job description.