



## Jawun Virtual Secondment Nomination Form 2021

### Nominee details

Name:

Position:

Classification:

Agency:

Division:

Email:

Work phone number:

Mobile number:

LinkedIn Profile (URL):

### Alumni details

Have you undertaken a Jawun secondment previously?  Yes  No

If yes, please provide your region and year of secondment.

Have you stayed connected to the region?  Yes  No

How have you stayed connected?

### Working arrangements

Please indicate your current/most recent physical working arrangements:

Working from home  Working at office/site  Partial work from home  Other

If 'other' please provide more detail:

Please indicate your intended physical working arrangements for a virtual secondment:

Working from home  Working at office/site  Partial work from home  Other

If 'other' please provide more detail:

### Applicant availability

The virtual secondment will start on 15 February 2021

Please select the hours you are available to work on the virtual secondment:

100 hours  100-150 hours  150-200 hours  200-250 hours  <250 hours  Other \_\_\_\_\_

Please select the days that you are available to work on the virtual secondment:

Mondays  Tuesdays  Wednesdays  Thursdays  Fridays



## Applicant motivation

Please explain your motivation for applying for the Jawun Virtual Secondment Program.

Please continue to the next page.



## Applicant skills

Please outline your top three skills:  
1. 2. 3.

In a virtual/distributed working environment, which of your skills are most transferrable?  
1. 2. 3.

Please indicate your level of skill. The skills will be used to inform an appropriate project. Please leave blank if you do not have skills or are not confident in that area.	Skill level		
	Very High	High	Medium
Administration			
Architecture/Town Planning/Build Environment			
Board experience and expertise			
Business Analysis/Business Improvement			
Business Case Development			
Business Planning/Enterprise Development/Strategy			
Change Management			
Communications: Marketing/Public Relations			
Communications: Creative/Writing			
Complexity and Systems Thinking			
Contract Management/Procurement			
Data Analysis			
Engineering			
Emotional Intelligence			
Entrepreneurial/New Ventures			
Environment			
Finance			
Governance			
Healthcare/health and wellbeing			
Human Centered Design			
Human Resources (including HR systems, Performance/IR)			
Information Management			
Information/Communications Technology Management			
Information Technology: app/software development, engineer			
Leadership Development and Mentoring			
Legal			
Media/Social Media			
Policy Design			
Program Evaluation			
Program Research, Design, Development, and Implementation			
Project Management			
Research/Research Analysis			
Scientific (including environmental science)			
Strategy/Strategic Planning			
Stakeholder Engagement			
Statistician (including census data)			
Teams: distributed efficiencies			
Tourism			
Training, Learning & Development, Coaching			
Workplace Health, Safety & Wellbeing			
(Other skill set not covered above)			



## 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 Virtual Secondment Program 2021.
- 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: .....

## Manager support

I have reviewed this nomination and support the nominee's participation in the Jawun Virtual Secondment Program 2021.

Title:..... Given Name: ..... Surname: .....

Position:.....

Signature: ..... Date: .....

## Agency Head / Chief Executive Officer

I endorse this nomination and agree to support the employee's participation in the Jawun Virtual Secondment Program 2021. I also agree to promote the employee's secondment within this agency. I confirm that if this applicant is successful, the salary and virtual secondment costs will be met by this Agency.

Title:..... Given Name: ..... Surname: .....

Position:.....

Signature: ..... Date: .....

**Endorsed nominations should be forwarded to [OCPSELeadershipAcademy@sa.gov.au](mailto:OCPSELeadershipAcademy@sa.gov.au)**

For further information on a Jawun Virtual Secondment

- Visit the OCPSE Jawun page on the Office of the Commissioner for Public Sector Employment web site.
- Email [OCPSELeadershipAcademy@sa.gov.au](mailto:OCPSELeadershipAcademy@sa.gov.au) or telephone Donna Robb on 8204 2271 or 0466 025 884.