



Jawun Secondments: Nomination Form 2021

1 Nominee details:

Title: Given Name: Surname:

Job Title: Classification:

Agency: Division/Branch:

Location address:

Email: Work Phone: Mobile:.....

2 Please attach a copy of your resume (4 pages maximum) to your application:

3 Addressing the Selection criteria (complete the template on page 4):

- A. In 250 words or less, please **outline your reasons** for nominating to participate in the Jawun Secondment Program 2021.
- B. Undertaking a secondment will require resilience, adaptability and a high degree of self-awareness. In 250 words or less, provide an example of a time in which you were able to **display these attributes**.
 - What was the situation?
 - Why did it require a display of resilience, adaptability and self-awareness?
 - What did you do?
 - What was the outcome?
- C. One of the goals of these secondments is to build Indigenous organisational capability and provide practical assistance across a range of areas within a short timeframe. In 250 words or less describe a situation in which you were able to **achieve outcomes in short timeframes**.
 - What was the situation?
 - How did you approach the time restrictions?
 - What was the outcome?

4 Placement preferences for 2021 - please number boxes in order of preference, where 1 is your first preference:

N/A Round 1 (15 Feb)

Round 2 (27 Apr- 4 Jun)

Round 3 (2 Aug - 10 Sep)

Round 4 (18 Oct -26 Nov)

Please tick your preferred region/s:

LOWER RIVER MURRAY

FAR WEST COAST



5 Nominee skills:

A range of skills have been identified which may be required during secondments. Please indicate your level of skill (very high, high or medium) in the following areas. Please add any additional relevant skills.

Table with 4 columns: Skills, Very High, High, Medium. Rows include Administration (general), Architecture / Town Planning / Build Environment, Business Analysis / Business Improvement (systems, processes), Business Case Development, Business Planning / Enterprise Development, Business Strategy Development, Commercial Assets, Scoping of Opportunities and Investments, Communications: Marketing / Public Relations, Communications: Creative / Writing, Contract Management / Procurement, Corporate Governance / Governance Support, Customer Service, Data Analysis, Engineering, Entrepreneurial / New Ventures, Environment, Finance (including modelling and projections, investment advice), Hospitality, Human Resources (including HR systems / Performance / IR), Information Management, Information / Communications Technology Management, Information Technology: app/software development, engineer, Legal, Media / Social Media, Policy Design, Program Evaluation, Program Research, Design, Development and Implementation, Project Management, Research Analysis, Retail, Scientific (including environmental science), Strategy / Strategic Planning, Stakeholder Engagement, Statistician (including census data), Tourism, Training, Learning & Development, Coaching, Workplace Health Safety & Wellbeing, and three rows for other skill sets.



6 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 Secondment Program 2021.
If selected I agree to abide by any terms and conditions required for the secondment, including compliance with drug and alcohol policies* where necessary.
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:

*Please note that drug and alcohol policies differ for each region/placement. Once a secondment placement is confirmed the secondee will receive a personal login for Jawun's website, where the specific policies relating to their confirmed region will be available for review.

7 Manager Support:

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

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

Position:

Signature:..... Date:

8 Agency Head/ Chief Executive Officer:

I endorse this nomination and agree to support the employee's participation in the Jawun 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, placement costs, travel and meal allowances, will be met by this Agency.

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

Position:

Signature:..... Date:

Endorsed nominations should be forwarded to OCPSELeadershipAcademy@sa.gov.au at least six weeks prior to the commencement of the first placement preference.

For further information on a Jawun SA Government Secondment

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



Addressing the Selection Criteria

In 250 words or less, please **outline your reasons** for nominating to participate in the Jawun Secondment Program 2021.

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Undertaking a secondment will require resilience, adaptability and a high degree of self-awareness. In 250 words or less, provide an example of a time in which you were able to **display these attributes**.

- What was the situation?
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