**MINUTE**

**TO: COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT**

**SUBJECT:** **STANDARD DURATION OF EXECUTIVE LEVEL EMPLOYMENT – EXCEEDING 3 YEARS FOR *(insert name, role title, classification and duration)***

**Prepared by** …………………………………… …………..

Name Date

**TITLE**

**Through** …………………………………… …………..

Name Date

**TITLE**

**BACKGROUND**

**Please provide the following details:**

[The duration of the executive level employment you are seeking to offer.]

[Exceptional circumstances so as to justify the offer to a prospective executive level employee/extend an existing executive level employee, greater than 3 years.]

[Employer details]

[Employee details]

* Name
* Role Title
* Term Proposed (start and end date)
* Initial Start Date (if applicable)

**DISCUSSION**

**The business case must include the following information**:

[Justification and rationale for wanting to offer an executive level contract greater than 3 years.]

[Outline the way(s) in which the role has a clear and significant impact on the Government priorities and/or critical service delivery]

[Examples may include, but are not limited to:]

-Specialised role and difficult to attract prospective employees within a 3 year contract

-Competitive market for similar roles which offer longer term contracts, wanting to be competitive to attract the right candidate

- Overseeing/carrying out of a project which exceeds 3 years

- Overseas attraction – i.e. VISA requirements

[Please ensure you provide objective evidence to support your justification (i.e. previous strategies to fill the role, longer term offers etc.)]

For further information, please see the *Direction of the Premier: Standard Duration of Executive Level Employment*:

**RECOMMENDATIONS**

[Summarise what is being requested to be approved.]

**APPROVED/NOT APPROVED/NOTED**

## Erma Ranieri

## COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT

/ /2018

## NAME

## CHIEF EXECUTIVE

## AGENCY

/ /2018

Attachments: