



AFTRS Employee Recruitment Advertising Policy

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer
Effective Date	2 nd May 2011 Reviewed 6 th August 2011
Associated Documents	AFTRS Enterprise Agreement 2011 AFTRS Staff Selection Guidelines AFTRS Brand Guidelines Australian Government Branding Guidelines May 2009 (Prime Minister and Cabinet) General Guidelines for the Use of Commonwealth Coat of Arms (Prime Minister and Cabinet) AFTRS Administrative Orders AFTRS Employee Recruitment Advertising Procedures Financial Management Guidance – No. 22 Guidelines on Recruitment Advertising July 2009 (Department of Finance and Deregulation – non-mandatory) Public Service Commissioner’s Direction 1999 including 2009 amendments (Australian Public Service Commission – non-mandatory)

1. Policy Name

The AFTRS Employee Recruitment Advertising Policy

2. Preamble

Traditionally the School has advertised all vacancies in traditional print press. This approach has now been reviewed to take advantage of changes in technology and improvements in targeted advertising, while ensuring the principles of merit selection and maximum appropriate participation continue to be served.

3. Policy Scope

This Policy addresses when and where it is appropriate to advertise, what advertisements must contain, and who may approve the advertising.

4. Definitions

"Casual employment" means engagement of an employee on a casual contract (PC1) for short term and/or irregular work who with payment on an hourly basis.

"Temporary employment" means engagement of an employee on either a full time or part time basis on a temporary employment contract not exceeding twelve months.

"Fixed term employment" means engagement of an employee on either a full time or part time basis for a fixed term period of between one and six years in aggregate.

"Ongoing employment" means engagement of an employee on either a full time or part time basis with no specific end date of contract.

"Merit selection" is selecting the most suitable candidate for the duties of the position, assessing the work-related qualities genuinely required to the duties (selection criteria), and focussing on the capacity of the candidate to achieve outcomes related to the duties.

"Duty Statement" is a document approved by the appropriate delegate stating the range of responsibilities and tasks associated with the specific position.

"Selection Criteria" are the list of skills, experience and attributes deemed by the supervisor, in consultation with Human Resources, to be essential or desirable in the performance of the duties of the position and are the basis for measurement of merit.

"Senior Executive" is a position outside the Academic, AFTRS or Technical Trainee classification strands and is generally a member of the AFTRS Managing Executive.

"Teaching positions" are positions whose primary responsibility is the development and delivery of curriculum and training and are usually classified within the Academic classification strand.

5. Policy Statement

AFTRS supports the principle of merit selection and will endeavour to ensure all positions are filled by the most appropriate person available at the time of the vacancy. An important part of fulfilling this requirement is ensuring that vacancies are advertised, where appropriate, in a manner that will enable the greatest number of potentially eligible applicants within the community to become aware of and apply for the vacancy.

Vacancies of any sort may be externally advertised and a full merit selection process undertaken however it is accepted that this may not be the most effective method for filling positions in a timely fashion under certain circumstances and is therefore not required in the following situations.

- Casual employment.
- Temporary employment.
- Some fixed term employment (trial or time limited projects but not greater than 18 months time in aggregate).
- Where a staff member is placed on higher duties in the vacant position.
- Where a staff member at the same substantive level is transferred into vacant position.
- Where a staff member at a higher substantive level is transferred into the vacant position with or without income maintenance.
- Appointment by Invitation.
- Appointment by Nomination.

Any fixed term vacancy greater than 18 months in aggregate must undergo a merit selection process and any position which has been filled by the same staff member on a fixed term basis for a period of 6 years (or to the end of the 6th academic year in the case of teaching staff) in aggregate since a merit selection process was concluded must be market tested.

Prior to advertising any vacancy (other than for temporary or casual filling) approval must be obtained from the School's Managing Executive.

Each vacancy to be advertised must have an approved duty statement and selection criteria.

Human Resources is responsible for managing all employee recruitment advertising.

The following minimum advertising standards apply.

- a) All positions: AFTRS website.
- b) Vacancies of less than 12 months if advertised:
 - any general or industry recruitment website, AND/OR
 - industry newsletter (print or electronic).
- c) Rural or Regional based vacancies: local print or electronic publications.
- d) Indigenous focused positions: Indigenous press/online.
- e) Senior Executive: Major city publication or website but ideally a national publication.
- f) Teaching positions:
 - Industry publication (electronic or print); AND/OR
 - general major city publication (electronic or print), AND/OR

- relevant Guild or Association website or newsletter (electronic or print).
- g) Technical positions:
 - major Industry publication (electronic or print), AND/OR
 - general major city publication or recruitment website.
- h) Specialist position:
 - major specialist publication (electronic or print), OR
 - general major city publication or recruitment website.
- i) All other positions: major city publication or associated recruitment website AND/OR Industry website.

All advertisements should include the following wherever possible.

- a) The position title.
- b) The main responsibilities of the position.
- c) The remuneration.
- d) The terms of employment (including residency requirements).
- e) The closing date for applications (generally 2 weeks after advertising).
- f) A statement that AFTRS supports workplace diversity.
- g) A statement that the occupant will be required to complete a Working with Children Check (and any other relevant checks).
- h) The AFTRS logo and Australian Government crest (minimum allowable size).
- i) A reference or link to further information on the AFTRS website.

6. Implementation

I. Roles and responsibilities

The Managing Executive is responsible for determining whether a vacancy should be filled. The Divisional Director, or CEO in the case of Appointment by Invitation or Nomination, is responsible for determining, in accordance with this policy, whether the vacancy should be advertised.

The manager/supervisor of the vacant position is responsible for liaising with Human Resources to finalise the duty statement, selection criteria and advertisement and to discuss the most appropriate method of advertising.

The Head of Human Resources is responsible for assisting in revising the duty statement and the development of the selection criteria and advertisement. The Head of Human Resources is responsible for approving the final advertisement and related expenditure (within delegations).

The Head of Human Resources, the Director, Corporate Services, and the Chief Executive Officer are responsible for exercising their delegations in relation to the approval of duty statements.

Human Resources is responsible for managing the advertising process.

Marketing and Promotions is responsible for preparing any print advertisement based on the content provided by Human Resources.

II. Procedures and Forms

- AFTRS Employee Recruitment Advertising Procedures
- AFTRS Request to Initiate Employment Action

7. Review

This policy will be reviewed every 3 years or as required by changes to the direction, policies or procedures of either the School or the Australian Government, changes to related legislation, or new Industrial agreements.