



## AFTRS Employee Recruitment Advertising Procedure

<b>Linked Policy</b>	This procedure details the processes pursuant to AFTRS Employee Recruitment Advertising Policy
<b>Responsible Officer</b>	Director, Corporate Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Chief Executive Officer
<b>Effective Date</b>	2 <sup>nd</sup> May 2011 Reviewed 6 <sup>th</sup> August 2011
<b>Associated Documents</b>	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 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. Procedures Name

The AFTRS Employee Recruitment Advertising Procedure.

### 2. Preamble to procedures

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. Scope**

This procedure outlines the steps to be taken advertise employee vacancies.

### **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 for 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. Procedures**

#### ***a. Gaining approval to advertise***

When a position is created or reclassified, becomes vacant, or must be advertised as the occupant has been in the position the maximum allowable time without undergoing an original or new merit selection process the Manager should determine the business case for filling the vacancy based on the ongoing needs of the School and the duties currently needing to be performed.

The Manager should prepare a Request to Initiate Employment Action form which should then be forwarded to Human Resources for completion. The Divisional Director will then submit the form to the Managing Executive for consideration. If approval is given to fill the position Human Resources should be advised.

In the case of advertising for short term filling of a position the Manager should speak directly with Human Resources after gaining their Divisional Director's permission to engage an employee. There is no need for approval from the Managing Executive to be sought.

### ***b. Preparing the Advertisement***

Once Human Resources is aware approval has been given to advertise the vacancy they will provide the Manager with the existing Duty Statement for the position. The Manager will then submit any changes they would like to make to the Duty Statement to the Head of Human Resources. The proposed Duty Statement will be forwarded to the appropriate delegate for consideration.

After the Duty Statement is finalised the Manager will be asked to consider what selection criteria they would like to apply and to discuss this with the Head of Human Resources. This is important as the applicants will be measured against these criteria. The Head of Human Resources will have the approval right for selection criteria.

Once the Duty Statement and Selection Criteria are finalised Human Resources will draft the advertisement. Once the text is agreed the vacancy will be advertised according to the policy. Marketing and Promotions will finalise the layout for print advertisements. Additional placements may be made if agreed by the Head of Human Resources.

### ***c. Payment for the Advertisement***

Human Resources will be responsible for payment for the cost of advertising providing they have approved the advertisement and its place of placement.

## **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 the 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 selection criteria and 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 the print advertisement based on the content provided by Human Resources.

## II. Procedures and Forms

### REQUEST TO INITIATE EMPLOYMENT ACTION



#### A. Proposal

**Division :**

**Position Title :**

**Position Level :**

**Business Case**

1. What is the nature of the position (*Duties*)
2. Why is the position required (*Provide rationale for the position and how it adds value to the Department/Division*)
3. Do you have sufficient funding to cover this position in your budget?

#### B. HR Matters

**Type of Contract** (*Please tick*)

1. **Fixed Term (12 months and over)**
2. **Ongoing (permanent)**

**Other :**

1. **Rate of pay -**
2. **Does this contract incur a redundancy payment?**