

Practices, Procedures and Standards No. 2

AGENCY-SPECIFIC RECRUITMENT PROGRAMS

Operative date: 5 February 2013

Pursuant to Section 15(1)(b) of the *State Service Act 2000*, I hereby direct that the arrangements and requirements, set out in this Practices, Procedures and Standards document apply.



Issued by the Director, State Service Management Office under delegation from the Head of the State Service.

Date: 5 February 2013

Contents

1. Purpose	2
2. Application	2
3. Legislation/Award Basis and Related Documents	2
4. Date of Operation	2
5. Approval Standards	2
6. Approval Procedures	3
Attachment I - Recruitment Program Specification Template	4

1. Purpose

- 1.1. To provide direction to State Service Agencies on the formal approval of Agency-specific Recruitment Programs that contain proposed provisions that are inconsistent with Employment Direction No. 1: Employment in the State Service (ED 1).

2. Application

- 2.1. This Practices, Procedures and Standards is issued in accordance with Section 15 (1)(b) of the *State Service Act 2000* (the Act).
- 2.2. This Practices, Procedures and Standards applies to all State Service Agencies.
- 2.3. The Head of the State Service may delegate the function or power to be exercised in accordance with these Practices, Procedures and Standards.

3. Legislation/Award Basis and Related Documents

- 3.1. Employment Direction No. 7 – Pre-employment Checks
- 3.2. Employment Direction No. 1 – Section 16, Essential Requirements
- 3.3. Employment Direction No. 1 – Section 13, Requests by the Head of Agency to Change the Employment Status of a Fixed-term Employee to a Permanent Employee

4. Date of Operation

These Practices, Procedures and Standards will take effect from the date of issue and will remain in force until varied or revoked.

5. Approval Standards

A Head of Agency may, subject to the approval of the Head of the State Service, implement an Agency-specific Recruitment Program for the purpose of:

- Facilitating skill development and/or qualification acquisition in a key service delivery/support area: and/or
- Enhancing an Agency's workforce diversity profile and improving opportunity for groups facing employment-related disadvantage.

Agency-specific Recruitment Programs are to be approved by the Head of the State Service in accordance with Section 15(1)(h) of the *State Service Act 2000*. Approval will only be considered where the proposed Program:

- Complies with the relative merit in employment requirements of the *State Service Act 2000*; and
- Provides a reasonable opportunity for members of the Tasmanian community to apply for State Service employment.

Programs will be approved for a period of three years, unless otherwise determined by the Head of the State Service.

6. Approval Procedures

Any provision of a proposed Program that is inconsistent with Employment Direction No. 1 - Employment in the State Service, (EDI) is to be separately endorsed by the Head of the State Service, prior to formal approval of the Program. To assist with the approval process, Agencies are required to provide program details in accordance with the attached Recruitment Program Specification Template.

Attachment I - Recruitment Program Specification Template

Name of Program	What is the full title of program? This should be the title that will be used for endorsement, advertising and administration. Also provide any applicable acronyms.
Program Objectives	Detail what the purpose of the Program is. A brief overview of the Program's components including training, placements and or work location/s should be included and highlight the benefit to the Agency.
Program Eligibility	Detail the specific target group for this program. Include any prerequisite requirements for potential applicants.
Authority	Provide the name and contact details for the person responsible for overseeing the Program's implementation, delivery and evaluation.
Program Design	How many participants are recruited to each Program intake? How frequently will the program be held?
Program Duration	Indicate the length of the Program (including placements if applicable).
Program Location	Detail where the program is to be delivered. e.g. State-wide or specific geographic location.
Advertising	Detail what advertising will be undertaken for the Program and for program vacancies.
Application Requirements	What is the application process? e.g. written application, referees nominated, expression of interest.
Essential Requirements	<p>As per Clause 16 of <i>Employment Direction No. 1</i>, "Where a Head of Agency wishes to specify essential requirements other than those specified in an Award, Industrial Agreement, Legislation or Employment Direction, the Head of Agency shall first obtain the approval of the Head of the State Service [Section 15(1) of the Act]."</p> <p>Details of Essential Requirements and their approval from the Head of the State Service should be detailed and need to be identified and approved specific to the Program.</p> <p>For example, these requirements may include:</p> <ol style="list-style-type: none"> 1. Physical fitness, medical suitability, psychological characteristics 2. A current drivers licence, or 3. Pre-employment checks (Employment Direction No. 7) including: <ol style="list-style-type: none"> a. Conviction checks b. Identification checks <p>Requirements deemed essential must be appropriate to the recruitment program.</p>
Recruitment/selection	What selection format will be used? e.g. interview, task or activity demonstration, referee reports etc.

Appointment Status	<p>Detail the appropriate appointment status:</p> <ul style="list-style-type: none"> • Permanent – where it is proposed that recruits are to be appointed permanently on commencement, subject to a specified probationary period. <p>Or</p> <ul style="list-style-type: none"> • Fixed-term (indicate period of appointment) <ul style="list-style-type: none"> ▪ Indicate if it is proposed that upon successful completion, the participant will then be recommended for change in employment status in accordance with Section 12 of <i>Employment Direction No. 1</i>.
Employment Conditions	Detail the applicable Award, including classification, band and level at the time of appointment and following program completion.
Completion Criteria	Detail the criteria for a participant to successfully complete the Program, e.g. qualification attainment, practical work experience.
Links to other programs (if applicable)	Detail any links or progression to other training and development activities.
Approval period	Define the period for which the Program approval is being sought. Re-approvals may be sought for Programs following program review and evaluation. The standard period is three years unless otherwise determined.
Additional Information/evidence to support application for approval	<p>Provide any additional material that supports your application, this may include:</p> <ul style="list-style-type: none"> • Agency approval documentation; • Statements of Duties; • Proposed training plans; and/or • Program policy documents.

Queries are to be directed to the State Service Management Office by phone 6232 7104 or email to ssmo@dpac.tas.gov.au.