

PROBATION

- ▶ All new staff permanently appointed to Canberra Health Services are appointed under probation for six months.
- ▶ Does not apply to transfers/promotions.
- ▶ Probation should not be extended unless you have sought advice from People and Culture
- ▶ P&C have a monthly Manager training sessions on the probation process and is available to book into through Capabiliti.

TEMPORARY EMPLOYMENT

- ▶ Temporary employment is employment of a fixed term nature for a specific purpose & duration.
- ▶ Short term temporary employment is up to 12 months.
- ▶ Long term temporary employment is from 12 months up to 5 years duration.
- ▶ Management should plan to promote, transfer or appoint current employees as early as possible in order to minimise and, if possible, eliminate the need for temporary employment.
- ▶ Permanent officers must be given preference over temporary employees for temporary vacancies.

CASUAL EMPLOYMENT

- ▶ Casual employment begins at the commencement of a shift and finishes at the conclusion of the shift.
- ▶ Shifts should be on an ad-hoc basis
- ▶ Casuals should not be included on a roster and should not work regular patterns of days and hours
- ▶ Receive a loading in addition to base salary as they don't accrue annual leave or personal leave

OVERSEAS RECRUITMENT



- ▶ Where there are no locally available skills, Canberra Health Services can sponsor suitably qualified people from overseas to work.
- ▶ This arrangement is managed under a Subclass 482 Temporary Skilled Shortage (TSS) Visa.
- ▶ Minimum time is for 1 year but can be up to 4 years under a different visa.
- ▶ People employed under a visa cannot be offered HDA.



EXCESS OFFICERS

Excess officers are officers whose position has been abolished or reclassified and is considered excess to the organisation's operational needs - it is NOT a reflection upon the individual's work ethics or abilities.

Excess officers must be assessed in isolation for permanent vacant positions at their existing classification level prior to assessing any other applicants, consideration must include up to 6 months training.



BEFORE ADVERTISING

Managers should ask themselves the following questions when they have a permanent vacant position:

- ▶ Is the position still required and at the right level?
- ▶ Do you have approval from your Executive Director to fill the position?
- ▶ You are not to advertise multi classified positions e.g. HP1/HP2.
- ▶ Do you have a suitable contact officer?
- ▶ Who is the chair? This must be entered into Taleo.

CONTACT OFFICER RESPONSIBILITIES

- ▶ They can be a member of the Selection Advisory Committee (SAC) or Joint Selection Committee (JSC).
- ▶ They must be informed about the position, work area, assessment strategy and the closing date for applications.
- ▶ They communicate with prospective applicants about the position and the application process.

NB. The contact officer MUST NOT be an applicant.



DUTY STATEMENTS

- ▶ Any Duty Statement **over 12 months old** must be reviewed prior to advertising a vacancy.
- ▶ **Duties** – duties outline the tasks & responsibilities (we recommend a maximum 7) + standard words.
- ▶ **Selection Criteria (SC)** – outlines the skills & knowledge required to carry out the duties (we recommend a maximum 4) + the mandatory criteria.

ADVERTISING

▶ **Permanent and Temporary** vacancies greater than 3 months must be advertised as a minimum on the ACT Gazette and CHS website via a Taleo requisition and filled by a full merit process.

▶ **Temporary vacancies** less than 3 months can be filled with or without advertising & a less formal merit selection process can be undertaken.

▶ It is recommended for **3 month or less vacancies** be advertised as an **EOI** on the Canberra Health Services HUB.

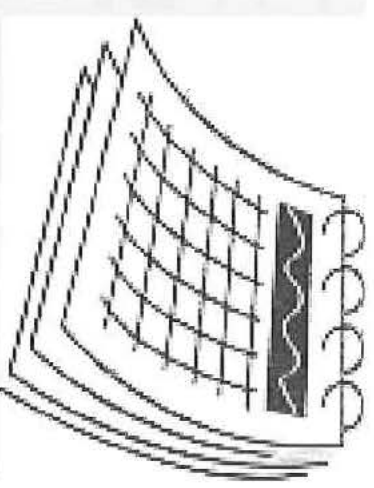


ATTRACTION



- ▶ **Who** are you targeting?
- ▶ **What** message or information is going to be most useful to attract the best candidates?
- ▶ What media other than ACT Jobs website should be used?
 - Social media
 - Other employment websites such as seek
- ▶ **How** do applicants apply – pitch or addressing selection criteria

TIMEFRAMES



- ▶ Positions should be advertised for a minimum of 2 weeks.
- ▶ Closing date will be 2 weeks from posting at 11:59pm.
- ▶ The advert will be placed on the next published ACT Govt jobs website and press if requested.
- ▶ When advertising allow enough time for Taleo/requisition approvals.

MERIT AND EQUITY

The panel must ensure that the Merit and Equity principles are applied:

- ▶ All eligible people have, as far as practicable, a reasonable opportunity to apply for selection.
- ▶ Selection of a person is made on the basis of a comparative assessment of the applicants.
- ▶ The nature of the functions to be exercised by the selected person, (i.e. **what they will DO** in the role).
- ▶ The relevant abilities, qualifications, experience, personal qualities and potential for development of the applicants (i.e. **what they REQUIRE** in order to perform the role).
- ▶ **Be aware of unconscious bias** learned stereotypes that are unintentional and able to influence behaviours and decisions.

JOINT SELECTION COMMITTEE

Joint Selection Committee (JSC) is an option for management for filling positions within Canberra Health Services.

A JSC is a selection committee comprising a minimum of 3 people with 1 being an approved union trained representative.

Your advert must state that the decision will be made with a JSC and the position is non-appealable.

If you are considering utilising a JSC you **MUST** discuss this with P&C before advertising the vacancy.

SELECTION ADVISORY COMMITTEE

- ▶ The SAC must have a minimum of 3 members with one being an external/independent member.
- ▶ The **Chairperson** must be at least one classification above the position being advertised. Other SAC members must be at level or higher than the advertised position.
- ▶ **Delegate** – Must be at least one classification above the **Chairperson** and **NOT** a member of the SAC/JSC
- ▶ Chairperson **MUST** have attended this training session in the last **5 years**.

CONFLICT OF INTEREST



A conflict of interest form must be completed at the beginning of the process by all panel members once the applicants are known.

Conflicts of interest may include:

- ▶ **Family or friendship** relationships with an applicant;
- ▶ **Close working** relationship with an applicant;
- ▶ **Financial** interests (either in relation to an applicant or the outcome);
- ▶ **Previous working relationship** with applicant that may not have been harmonious.

CONFLICT OF INTEREST (2)

Options for managing conflicts of interest:

- ▶ **Referees** - complete your report **prior** to the start of the process;
 - ▶ **Restrict** your involvement in the selection process;
 - ▶ **Remove** yourself from the process entirely; and
 - ▶ **Refrain** from discussing any details about the applicant that may be known to you outside the process.
- ▶ **If in doubt declare the conflict**

RESPONSIBILITY OF SAC/JSC

- ▶ Decide on appropriate selection **assessment methods** (can be multiple).
- ▶ Ensure **confidentiality** in the entire process.
- ▶ Decide **when** the **referee reports** need to be presented to the panel.
- ▶ **Investigate** claims of applicants to select best person for the job.
- ▶ Ensure **time frame** targets are achieved.
- ▶ Ensure **merit selection process** is followed.
- ▶ **Rate** applicants against the selection criteria.

RATING SCALES

- ▶ Used to **measure** applicant's **skills & abilities** against the selection criteria.
- ▶ Well defined as to what each rating means.
- ▶ All the panel members **understand** the rating.
- ▶ Each selection criteria considered separately.
- ▶ Use the **full width** of the scale.

