



Recruitment Advertising

Policy and Procedures

April 2006

FOREWORD

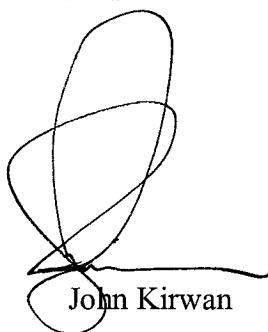
Any organisation recruiting employees wants the best person for the job. The Northern Territory Government is no different. We want to attract the right people for jobs in the Northern Territory Public Sector (NTPS). It is our intention to develop the NTPS as an employer of choice, to abide by our legislative requirements and to ensure the unique features of employment in the public sector are maintained.

The first point of contact we have with people considering a career in the Northern Territory Public Sector is through recruitment advertising in newspapers, magazines, journals and the internet. We are operating in a competitive job market, where first impressions can make the difference between a job being considered or overlooked.

Our recruitment advertisements need to have visual impact on the page, both graphically and in the way the advertisement is laid out, so that they are seen instantly and easily. They need to be professionally presented, accurate, easy to understand and have a consistent look and feel so that they are instantly recognisable as Northern Territory Government advertisements.

One of the most important elements of recruitment advertising in the public sector is writing the job advertisement and selection criteria. We want to communicate with all potential applicants, so we need to write the advertisements in plain English, rather than using “public service” terms and acronyms.

This policy and procedures manual has been developed in consultation with agencies and is designed to help agencies with the recruitment advertising process. It outlines the essential elements required, but is also flexible enough to accommodate the different requirements of agencies. The purpose of the manual is to ensure we get the best results from our recruitment advertisements.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

John Kirwan

Commissioner for Public Employment

SECTIONS

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1. RECRUITMENT ADVERTISING

Legislative basis

Section 30 of the Public Sector Employment and Management Act specifies the procedure for filling vacancies in the NTPS. Advertising a vacancy is the first step in the legislated procedure.

All vacancies expected to extend beyond 6 months must be advertised unless the Commissioner approves otherwise under section 30(1)(b) of the Public Sector Employment and Management Act.

Open and transparent recruitment advertising is consistent with the merit principle defined in section 3 of the Act and with the Principles of Human Resource Management defined in Public Sector Employment and Management Regulation No.3.

Employment Instruction No. 1 requires that all recruitment advertising is placed through the Department of Corporate and Information Services (DCIS).

The Commissioner for Public Employment is responsible for the control of and guidelines for all NTG recruitment advertising.

Ideally, all temporary vacancies which are expected to be vacant for between three and six months should be formally advertised, but, if time does not permit such action, consideration should be given to advertising the vacancy by way of a temporary vacancy circular or notification by DCIS on the NT Government Employment Opportunities web site.

All recruitment advertising, including regional, interstate and web media, is placed through DCIS Recruitment Services. DCIS manages the whole - of - Government contract for recruitment advertising. The Contractor prepares recruitment advertisements in NTG -specific format for the media.

Vacancy documentation

Agencies must ensure each advertised vacancy has been evaluated under JES or other appropriate job classification system prior to advertising. (see Employment Instruction No. 1)

Agencies are responsible for authorising the correct vacancy details, and ensuring that the primary objective, job description and selection criteria reflect the current requirements of the job.

Prior to advertising a vacancy, the job description and selection criteria should be updated by agencies in accordance with Determination No. 5 of 1999. It is then provided electronically to DCIS Recruitment Services who will place it on the NT Government home page and distribute it to applicants, together with details of how to apply. **The Primary Objective is used to advertise the job in the media and must be one succinct sentence.**

It is important that the job description accurately reflects the requirements of the job to maximise the ability to attract and select the best applicant. This can be done by ensuring that the key responsibilities are clearly and accurately described in the job description and that they are consistent with the primary objective. Selection criteria need to appropriately reflect the required level of knowledge, skills, and experience that a person would need to enable them to competently perform the duties of the job. **Ensure that the selection criteria make the job open to people from outside of the public sector. (See Determination No. 5 of 1999)**

Note: Non-public sector agencies wishing to advertise on the NT Government Employment Opportunities web site should ensure that job descriptions conform to NTPS requirements.

Qualifications

Note: Whilst qualification requirements must be specified in the Job Description it is not necessary to specify these in the vacancy advertisement.

Legislative basis

Educational qualifications and other requirements for appointment, promotion and transfer are determined by the Commissioner under section 31 of the Act.

Qualifications for employment in the NTPS are determined by the Commissioner in Determination No. 3 of 1999.

In specific cases the Commissioner may determine qualification requirements for a particular vacancy. **Where no minimum qualification requirement has been determined, formal qualifications must not be described as essential. If appropriate, qualifications may be listed as desirable.**

Administrative (AO) vacancies - There are no minimum qualification standards generally specified for the administrative stream. Unless the Commissioner for Public Employment has approved otherwise, formal qualifications or membership of professional organisations cannot be shown as essential qualifications for the administrative stream.

Executive Contract Officer (ECO) vacancies - may require tertiary qualifications as an essential criteria. Qualifications would not be expected to be essential criteria for all ECO jobs but, where they are considered necessary, approval should be sought from the Commissioner for Public Employment.

Key Resources

All queries regarding vacancy advertising and recruitment issues should be directed to the Human Resource Services of your agency or to DCIS Recruitment Services.

Other key resources that should be considered are:

- Part 5 of the Public Sector Employment and Management Act;
- Employment Instruction Number 1 - Advertising, Selection and Appointment, Transfer and Promotion
- Determination No. 3 of 1999 (NTPS Qualifications)
- Determination No. 5 of 1999 (specifications for Job Description)
- Relevant Awards, Certified Agreements and Determinations.

2. VACANCY NOTICES

Authorisation

DCIS Recruitment Services only processes requests to advertise which are approved by the agency delegate.

The authorised officer is responsible for ensuring that accurate information has been provided to DCIS, including the correct advertising details and an approved Job Description as specified in Determination No. 5 of 1999.

Publication Date

Vacancies are updated on the NT Government Employment Opportunities web site on Fridays (some identified work areas receive a broadcast facsimile), and advertised in Saturday's edition of the Northern Territory News. Vacancies in the southern region of the NT can also be advertised in Friday's edition of the Centralian Advocate at agency request. DCIS Recruitment Services will arrange for vacancies to be published in regional or interstate media where requested by the CEO or delegate of the agency. All recruitment advertising is at the cost of the agency concerned.

To ensure that DCIS can process a recruitment advertising request, the vacancy information must be provided to DCIS within advertising deadlines. Notices arriving late will be held over for inclusion in the next issue.

Vacancies are not advertised during the two week Christmas – New Year period. DCIS Recruitment Services will advise agencies of these dates on an annual basis.

Contact details

In providing vacancy details to DCIS, agencies must provide a contact for further information for inclusion in the Applicant Information Sheet provided by DCIS Recruitment Services.

Standard vacancies

A standard vacancy notice is one that is advertised in the NT News “Government Block”, the Centralian Advocate “mini block” and on the web site. There is a standard NTG border for media advertising (refer to Style Guide Notes). A standard notice contains the following details:

- **Agency name**
- **Job Title** is advised by the agency and would normally correspond to the Local Title on PIPS eg Customer Services Officer. **Ensure that the job title, when advertised in the media, can be easily understood by the community.**
- **Designation**, in abbreviated form, eg PH3, T2, AO4, P3
- **Salary range** eg (\$39 769 - \$45 661). Where the job is offered part time, as a percentage or on an hourly basis, this needs to be advised, eg P2 (\$51 713 - \$62 694) Part time 10 hours per week.
- **Work Unit** (if required) eg Health Promotion
- **Location** eg Timber Creek; or a region, eg Barkly Region
- **Primary Objective** - The primary objective of the job describes the overall purpose of the job and is to be summarised in **one succinct sentence. It may need to be reviewed for advertising purposes.**
- **Vacancy number** – Every vacancy is identified by way of a vacancy number which is used as a unique identifier to assist in the electronic distribution of information regarding each vacancy. The number is on the Job Description and is used as a reference number for enquiries and to match applications to vacancy files. Where there is more than one vacancy with identical primary objectives and key responsibilities, only one vacancy number needs to be advertised.

Example - Permanent Vacancy Notice:

Department of Local Government, Housing and Sport

Regional Support Officer

AO5 (\$54 114 - \$56 932)

Corporate Support *Katherine*

Provide a secretarial and administrative support service to the agency in the Katherine Region.

Quote vacancy Number: 17274

Example – Temporary Vacancy Notice:

Department of Health and Community Services

Clinical Laboratory Scientist

P2 (\$57 605 - \$69 838)

Blood Transfusion Royal Darwin Hospital

Temporary vacancy from: 3/04/2006 to 1/04/2007

Samples and provides a comprehensive diagnostic, analytical and advisory Blood Transfusion Service to the Department of Health and Community Services and its clients.

Quote vacancy number 810

The same information is provided on the NTG web site.

Non-standard vacancies

“Stand - alone” vacancies. Agencies may require a particular vacancy or vacancies to be advertised outside the NT Government block in the local media, or in interstate or overseas media or journals. Provided the advertisement complies with the statutory requirements of the NTPS, there is flexibility for agencies to write their advertisements to suit the target audience. For example, agencies may wish to advertise without a level or salary, or as a salary package. Advice on flexible formats is available from DCIS Recruitment Services. Refer to the Style Guide Notes below.

Executive vacancies – Some executive vacancies will require specialised wording and format. Advice on formats for executive vacancies is available from DCIS Recruitment Services and the Style Guide Notes.

Bulk Recruitment and Campaign advertising – Suitable formats are available through DCIS Recruitment Services for bulk recruitment and campaign advertising. Refer to the Style Guide Notes. **Where an agency has additional design and layout requirements for campaign advertising, and/or wishes to seek an exemption to the use of the NTG Contractor or placement by DCIS (see page 3), approval from the Commissioner for Public Employment must be sought.**

Style Guide Notes for Recruitment Advertising

Advert inclusions	NT press block adverts	NT press stand alone adverts	Interstate, international and specialist press adverts	Campaign/Bulk recruitment interstate and specialist press ads(eg nurses, teachers, graduates, apprentices)
<i>Y represents mandatory inclusions</i>				
‘the Territory’ trade mark	N	N	Y	Y
Images (selection of images held at DCIS)	N/A	Optional	Optional	Optional
Contact point(s) for full job description	Y	Y	Y	Y
Department name (not logo)	Y	Optional	Optional	Optional
Job title	Y	Y	Y	Y
Designation	Y	Optional	Optional	Optional
Salary range	Y	Optional	Optional	Optional
Work unit (if applicable)	Y	Optional	Optional	Optional
Location	Y	Optional	Optional	Optional
The job – primary objective	One succinct sentence of the purpose of the job	Primary objective, any unique selling points of the job, career opportunities, audience specific benefits etc	Primary objective, any unique selling points of the job, career opportunities, audience specific benefits	Primary objective, any unique selling points of the job, career opportunities, audience specific benefits
Vacancy number	Y	Y	Y	If appropriate
Closing date	Y	Y	Y	If appropriate
NT Government logo	Y	Y	Y	Y

Selections without advertising

In certain situations the Commissioner for Public Employment may approve a selection without advertising under section 30(1)(b) of the *Public Sector Employment and Management Act*. Where the Commissioner has approved the filling of a vacancy without advertising under section 30(1)(b), the selection is notified on the intranet and full vacancy details provided where that selection is subject to appeal under section 55 of the Act.

Example of a selection without advertising notice:

Department of the Public Sector

12345 AO2 (\$35 977 – 39 319) Administration Officer M Citizen

Provide administrative support to the manager and staff of the corporate services work unit.

Multi-level advertising

Where special circumstances warrant, a vacancy may be advertised at more than one level within a classification stream. (see Employment Instruction No. 1). In the case of multi-level advertising (e.g. P1/P2), a separate job description and selection criteria must be available for each designation.

The appropriate salary scales must follow the various designations for the job and a descriptive note is included after the Primary Objective.

Example:

P1 (\$38 482 – 55 560) / P2 (\$57 605 – 69 838)

Note: Selection will be made at the P1 or P2 designation depending on the experience and qualifications of the successful applicant. Separate job descriptions and selection criteria are available for each designation.

Vacancies are not to be advertised across classification streams, eg AO3/P1, unless approved by the Commissioner.

Entry Level Recruitment Scheme

All jobs at the Administrative Officer 1 and Administrative Officer 2 level are filled through the Entry Level Recruitment Scheme. Information regarding the operation of the Scheme can be obtained from the DCIS Recruitment Services Branch.

Additional Notes

Any additional notes should be included at the end of the vacancy notice under the Primary Objective/Qualifications statement.

Examples:

- This job is re-advertised and previous applicants should re-apply.

- Selection to this vacancy will be subject to a satisfactory criminal history check.

3. NOTIFICATION OF FINAL SELECTIONS

Under section 30(2) of the *Public Sector Employment and Management Act*, the Commissioner has directed that all selections, including selections made under section 30(1)(b) of the *Public Sector Employment and Management Act* will be notified on the NT Government intranet site and by broadcast facsimile to identified work sites.

Notification of selections provides information about the outcome of advertised vacancies, which may have been achieved through transfers, promotions or appointments. These notifications are only notified once the selection process, including the completion of any appeal process, is finalised.

Example of selection notifications:

Department of Business, Industry and Resource Development

Customer Service Officer	A03	A Person	27/09/2002	12345
Bacteriologist	P2	B Employee	13/09/2002	67890

4. ERRORS

When errors occur in any type of notification, action must be taken to correct the error. While it is important to fill a vacancy as quickly as possible, corrective action often results in a fairer outcome. Where Job Descriptions do not comply with Determination No. 5 of 1999, agencies may be required to re-advertise. Examples of more significant errors where re-advertising would be required are:

- Incorrect job description
- Incorrect agency
- Incorrect location
- Incorrect designation
- Incorrect salary
- Incorrect length of vacancy, eg advertised as temporary instead of permanent or vice versa

Examples of less significant errors are:

- Incorrect vacancy number

- Minor typographical error
- Errors which will not influence the outcome, eg details provided in the final selection.

In cases of minor errors, re-advertising would not be required, but some follow-up may be necessary. Action should be taken appropriate to the circumstances or severity of the error.

5. DEFINITIONS

"Act" the Northern Territory Public Sector Employment and Management Act.

"Appointment" the recruitment of a person from outside the Public Sector to a vacancy within the Northern Territory Public Sector. Some Northern Territory statutory authorities are covered by the provisions of the Public Employment (Mobility) Act.

"Commissioner" the Commissioner for Public Employment.

"DCIS" the Department of Corporate and Information Services.

"Designation" a specified level or range of salaries assigned to an employee in an Agency on a scale prescribed in an Award, Determination, or Agreement or as determined by the Commissioner.

"Employee" a person employed in the Public Sector, other than the Commissioner or a Chief Executive Officer.

"Employment Instructions" the rules issued by the Commissioner under section 16 of the Act.

"JES" the Job Evaluation System which is the internal sector-wide mechanism for evaluating the work value for jobs in specified employment streams. (see Employment Instruction No. 1.)

"Job Description" the written documentation detailing the function and duties assigned by a CEO, pursuant to section 24(e) of the Act, which are required to be performed by an employee, the level of the job (as evaluated under JES or other appropriate job classification guidelines) and any other relevant information associated with the role and responsibilities of the duties. The requirements for an NTPS Job Description are specified in Determination No. 5 of 1999.

"Merit Principle" the principle that an appointment, promotion or transfer under the Act should be on the basis of, and only on the basis of, the capacity of the person to perform particular duties, having regard to the person's knowledge, skills, qualifications and experience and the potential for future development of the person in employment in the Public Sector (refer to section 3(2) of the Public Sector Employment and Management Act).

"OCPE" the Office of the Commissioner for Public Employment.

"Permanent Vacancy" a job with no specified end date. It may be filled either on a full-time or part-time basis.

"PIPS"	the Personnel Information Payroll System. It is the mechanism currently used to enable agencies to meet legislative requirements for recording employee information, reporting on staffing matters and for the automation of salary payments.
"Promotion"	giving to an employee a higher attainable maximum salary than the salary previously attainable by the employee and can be either on a permanent or temporary basis. Both permanent promotions and temporary promotions (over six months) are provisional and therefore subject to appeal under section 55 of the <u>Public Sector Employment and Management Act</u> .
"Qualifications"	the minimum level of formal education or experience, including recognition by or registration with a professional organisation, that a person must possess to enable them to be employed at a particular classification or designation level. Minimum requirements are set down either in an Award provision or determined by the Commissioner. <u>Determination No. 3 of 1999</u> sets out the qualifications requirements of the NTPS.
"Selection Criteria"	the level of skills, knowledge, experience and formal qualification requirements and/or licensing that a person must possess to enable them to perform the duties of a particular job. Selection Criteria must reflect the primary objective and key responsibilities of the job. The merit principle, as defined in Section 3(2) of the <u>Public Sector Employment and Management Act</u> , also requires that regard be given to a person's potential for future development.
"Temporary Vacancy"	a job which is vacant for a fixed period.
"Transfer"	movement of an employee to an equivalent or lower designation. A designation is equivalent where the maximum attainable salaries are equal. A transfer may occur on a temporary or permanent basis. (Refer section 35 of the <u>Public Sector Employment and Management Act</u> and <u>Employment Instruction No. 1.</u>)
"Vacancy"	a job which requires recruitment action in order to become occupied.
"Vacancy Number"	a <i>position number</i> obtained from PIPS for the purpose of identifying a vacancy.