

JSE Member Profile Policy

Executive Summary

The Jobs and Skills Exchange (JSE) has been established to facilitate lateral movement of employees and opportunities to enhance capability and skill development across the Victorian Public Service. It has also been established to provide a mechanism to match existing skills and labour supply to skill needs and labour demand.

JSE Member Profiles can be created by members via functionality on the JSE digital platform. The purpose of the Member Profiles is to:

1. help VPS staff match their skills and interests with VPS job opportunities;
2. allow notifications from People and Culture teams to relevant VPS employees about job opportunities; and
3. help the JSE to engage with professional cohorts (e.g. policy officers, accountants) so that over time we build networks and skills amongst each group.

The JSE Member Profile Policy (the Policy) outlines the JSE's approach to the use, access and storage of data provided by users when they create a Member Profile.

The Policy includes the following sections which outline its principles in further detail:

Section 1 Policy Statement

- 1.1 Member Profiles
- 1.2 Capability Framework
- 1.3 Matching jobs and skills
- 1.4 Building professional networks

Section 2 Management of JSE member data

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- 2.4 Communicating the policy
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Section 3 Context/Related Policies and Further Notes.

The Policy will be subject to review as the JSE is further operationalised.

Section 1 – Policy Statement

1.1 Member Profiles

All JSE members can create a Member Profile. The Member Profile enables employees to describe their work experiences, education and training, skills, job aspirations and interest in job opportunities (e.g. short-term secondments) to develop their skills.

Completion of a Member Profile (and the questions it contains) is voluntary. VPS employees who do not wish to complete a profile may still apply for VPS roles via the JSE. The existence or absence of a profile is separate from recruitment processes and is not part of recruitment outcomes.

A Member Profile contains similar information to what would be included in a deidentified CV, resumé or job application.

Information supplied voluntarily will be used to provide a range of benefits and services, including:

- targeted automated JSE job alerts that align with the Member's skills, experiences and aspirations; and/or
- being matched with and receiving notifications from hiring managers or People and Culture teams (via an email through the JSE) for jobs that align with their skills, experiences and job aspirations.

JSE members can decide at any point to opt in or out of these services.

1.2 VPS Capability Framework

The VPSC is developing a new Capability Framework that defines the knowledge, skills and behaviours the VPS requires to achieve its objectives. The draft VPS Capability Framework includes 30 common capabilities that are transferable across all VPS level roles.

The JSE Member Profile allows members to identify their strongest proficiencies in the VPS Capability Framework.

Hiring managers will be supported by the VPSC and their departments to develop position descriptions that reflect the capabilities outlined in the Capability Framework. Position descriptions will identify any specialist technical skills that are required for the role.

Alignment between position descriptions and the Capability Framework will assist the JSE platform to maximise the opportunity to effectively match members' backgrounds with job opportunities.

The JSE will update the member profile to reflect the content of the final Capability Framework.

When classifying positions within the VPS classification structures, Departments should note their existing legal obligations to apply the Classification and Value Range Standard

Descriptors contained in the *Victorian Public Service Enterprise Agreement 2016* and seek advice from their HR/People and Culture areas when required.

1.3 Matching jobs and skills

VPS recruitment has been a one-way process whereby job seekers identify jobs for which they are suitable and then apply to hiring managers. The JSE allows for more of a two-way process.

JSE Member Profiles allow for hiring managers to be made aware of the number of members who might be suitable for the advertised role and issue notifications to those potential candidates.

Process of matching jobs and skills



When position descriptions are provided to Departmental People and Culture teams for advertising, hiring managers can request that notifications be sent to JSE members with profiles that match certain criteria (e.g. members with a background or interest in data analysis who are open to short-term VPS4 opportunities).

Departmental People and Culture teams (or equivalent) will have the ability to search the JSE database of Member Profiles to determine how many members match the identified criteria. In consultation with the hiring manager, People and Culture may send a notification through the JSE platform, advising the matched JSE members of the opportunity. The matched JSE members may then elect to apply for the role.

A member being notified of a job match does not constitute an application. All job opportunities can be viewed by all JSE members (with or without a Member Profile) and all recruitment follows normal recruitment processes (including use of the Robust Assessment Guidelines).

Neither the hiring manager nor People and Culture teams receive information that identifies the JSE members who are notified of job matches. They are only advised of the number of profiles that match the criteria, not the details of individual members. As the notifications to matched members are sent through the JSE platform, People and Culture teams are not advised of who notifications are sent to.

1.4 Building professional networks

Member Profiles allow the JSE to better understand the many professional cohorts that exist across the VPS (e.g. administrative staff, facilitators, lawyers, accountants).

The Member Profiles allow the JSE to contact specific groups and, over time, build networks amongst these groups via JSE communications and other JSE services.

If specialised skills are required by a department for a specific project, the Member Profiles allow contact with professional cohorts to draw upon the vast skills that exist in the VPS (e.g. a team requiring data analysis for a discrete project can draw from the cohort of JSE members who identify data skills in their Profiles).

Section 2 – Management of JSE member data

2.1 Privacy

The JSE acknowledges the sensitive nature of job searching. We also acknowledge that the Member Profile will only be successful for users and hiring managers if members are willing to provide personal and professional information through their Profiles. As such the JSE will take all possible measures to ensure the privacy of JSE members and their profile data.

Information provided by members will be managed confidentially and used only to fulfil the functions of the JSE.

All personal and sensitive information will be handled in accordance with the *Privacy and Data Protection Act 2014 (Vic)*.

2.2 Access to information

Ability to view individual Member Profiles is limited to the member and the JSE.

People and Culture areas will be able to see the number of profiles that match search criteria but will not be able to view individual Profiles.

Members will be in control of their information and can create, update or deactivate their Profile as desired.

2.3 Storage of data

Profile information is securely, electronically stored by PeopleScout, the third party host of the JSE platform.

Information contained within an individual Member Profile will be destroyed when the JSE account is deleted.

The Profile will be maintained if an employee transfers to other eligible departments within the VPS.

2.4 Diversity information

The Member Profiles only include information provided by the member which is relevant to recruitment processes.

Members have the option to indicate in the Profile if they identify as Aboriginal and/or Torres Strait Islander or as a person with disability for the purposes of determining eligibility for jobs identified to those cohorts only.

The JSE acknowledges that information regarding race, ethnicity and health is particularly sensitive, and will treat this information accordingly.

The inclusion of this information in a Member Profile is optional.

Information not relevant to recruitment or skills development purposes (e.g. age) is not contained in Member Profiles.

2.5 Communicating the policy

Departments are responsible for communicating the policy to their employees during its implementation.

Departments are also responsible for communicating the policy to their portfolio agencies.

The JSE will support departments by providing communications materials such as FAQs.

People and Culture teams or JSE members can contact the JSE at jse@dpc.vic.gov.au for policy queries.

2.6 Commencement date

The Policy is effective from 30 March 2020.

Section 3 - Context / Related Policies and Further Notes

This policy should be read in conjunction with other HR relevant policies, including:

- JSE Recruitment Policy.
- JSE Privacy Statement.

Other related policies, guidance and legislation include:

- Victorian Public Service Enterprise Agreement 2016.
- Public Administration Act 2004.
- Privacy and Data Protection Act 2014 (Vic).
- Equal Opportunity Act 2010 (Vic).

Endorsement

Governance bodies	Date
JSE Interdepartmental Committee, approved	23 January 2020
JSE Steering Committee, reviewed and endorsed	30 March 2020

Document Version

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