She is Penny in this scenario, not you – Amanda I youesctru

**ATTACHMENT A**

**Jobs and Skills Exchange (JSE) Recruitment Policy**

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# **Section 1 – Introduction and Purpose**

1. The Jobs and Skills Exchange (JSE) is a Victorian Government initiative established to enhance mobility, skills development and career opportunities for Victorian Public Service (VPS) and other eligible employees.
2. In 2018, the Victorian Government made an election commitment to ensure “an efficient, fair and high-quality public service”. As part of this commitment, the JSE jobs board grants eligible employees’ access to VPS job vacancies.
3. The JSE Recruitment Policy (JSE Policy) is a key step to ensure that eligible employees have visibility of, and first access to, all job opportunities across the VPS.
4. Key features of the JSE Policy are:

| **Clause(s)** | **Key feature** |
| --- | --- |
| 8 | Temporary acting opportunities up to 6 months |
| 11 | Advertising jobs longer than 6 months. |
| 12 | Advertising short-term opportunities up to 6 months |
| 13 | Successful candidate resigns within 3 months |
| 14 | Filling a new, identical vacancy from a previous recruitment process |
| 15 | Direct appointments for new teams in urgent circumstances |
| 18 | Prioritisation of redeployees |
| 19 | Secretary approval for external advertising |
| 20 | Secretary pre-approval for external advertising |
| 22 | Evidence base required for a request for external advertising |
| 23 | External advertising for roles subject to Section 12 of the *Equal Opportunity Act 2010* (Vic) |
| 24 | External advertising when specialist skills are required |
| 25 | Priority consideration of JSE applicants prior to external applicants for immediate external advertising |
| 30, 31 & 32 | JSE access beyond employment period |

1. This policy will be subject to review as the JSE is further operationalised.

# **Section 2 – Policy Outline and Principles**

## 2.1 Scope and application

1. From 1 October 2019 all VPS jobs across all levels (including bulk recruitment) will first be advertised to eligible employees exclusively via the JSE jobs board. This includes the following roles:
   1. Senior Executive Service
   2. Ongoing
   3. Fixed-term (including short-term roles)
   4. Casual
   5. Seasonal.
2. Secondment opportunities that fall within the above categories must be advertised on the JSE.
3. Advertising through the JSE is not mandatory, but is encouraged, for temporary acting opportunities up to six (6) months duration if a current VPS employee is identified. A temporary acting opportunity is a role temporarily vacated by an employee (e.g., by taking leave or going on secondment) or a vacant role for which a substantive recruitment process is underway. Temporary acting opportunities longer than six (6) months must be advertised through the JSE in accordance with this policy.
4. The recruitment processes and advertising requirements outlined in this policy apply to employers that employ people under Part 3 of the *Public Administration Act 2004* (Vic), and to the employees employed under that Part. The JSE Policy includes, but is not limited to:
   1. VPS departments
   2. Administrative Offices
   3. Victoria Police (unsworn officers)
   4. the Victorian Public Sector Commission (VPSC).
5. This policy does not apply in circumstances of restructures, the prioritisation of work or changes to the size or composition of a workforce. In these cases, internal job matching and EOI merit processes can be restricted to the affected employee group and not advertised on the JSE. If, at the conclusion of these processes, there are vacant positions that could not be filled by affected employees, those jobs must be advertised on the JSE in accordance with this policy.

## JSE advertising period

1. Opportunities longer than six (6) months must be advertised on the JSE for a minimum of 10 business days (and must include two weekends). This approach strikes the balance between the need for fairness in allowing interested candidates enough time to submit their applications with the desire of hiring managers to be able to fill positions without unnecessary delay and will be supported by JSE ‘Job Alerts’ to give potential candidates timely email notification of the job advertisement.
2. If short-term opportunities of up to six (6) months are advertised through the JSE, the roles must be advertised for seven days (including one weekend).
3. If a successful candidate resigns from a position within three (3) months of the role being advertised, hiring managers are permitted to fill the vacancy with the next most suitable candidate from the recruitment process for that exact role. If no other suitable candidate was found, hiring managers must readvertise through the JSE, but may seek an approval from the relevant Secretary (or equivalent) for concurrent external advertising.
4. Hiring managers are permitted to fill a new vacancy with a candidate deemed the next most suitable in a previous recruitment process if all the following criteria are met:
   1. the hiring manager selects a candidate no later than three (3) months after the conclusion of the previous recruitment process
   2. both the vacant role and the previously advertised role are at the same VPS classification level
   3. the employment category of the new vacancy must match (or be no more beneficial) than the previously advertised role. For example, if the previous vacancy was fixed-term, the new vacancy must be fixed-term. If the previous vacancy was ongoing, the new vacancy can be ongoing or fixed-term
   4. the duties carried out in both roles are the same and in the same business unit (e.g., two youth justice workers in the same unit)
   5. filling the vacancy in this manner is consistent with existing departmental policies.
5. Direct appointments of VPS staff are permitted in circumstances including:
   1. For roles up to 12 weeks’ duration when standing up new teams in times of urgency and when the ongoing composition of the team is still being determined. Roles longer than 12 weeks must be advertised through the JSE. Once the team composition is determined, all roles must be advertised on the JSE.
   2. Where an employee’s fixed-term employment in the same or a substantially similar position exceeds the maximum duration or consecutive contracts, including where the contract provides for renewal more than once (even where the total period is less than two years) and the fixed-term position is converted to an ongoing position because an exemption under the *Fair Work Act 2009* (Cth)does not apply.

## Robust and fit for purpose assessment of candidates

1. This advertising period must be followed by a robust and fit for purpose assessment of applications applying merit selection principles, as set out in the Robust Assessment Guidelines (RA Guidelines).
2. The RA Guidelines include how redeployees will be prioritised for vacancies, and ways in which preferred/highly suitable candidates can be supported (e.g., through mentoring, coaching and skills development) to be successful in their roles. If redeployment is not achieved at the end of the Redeployment Period, redeployees who have left the VPS can have access to the JSE per Section 2.5 (JSE access and eligibility) and are eligible to apply for roles through the JSE. However, they are not required to be prioritised for roles.
3. A VPS employee who indicates that they are subject to a change process related to their current employment and that their role has been declared surplus must be given priority access to vacancies that occur within the public service consistent with Schedule A of the *Victorian Public Service Enterprise Agreement 2020,* the Redeployment Common Policy, and the Public Sector Industrial Relations Policies 2015.

## Approval for external advertisement in parallel with the JSE

1. If a suitable candidate is not found after this assessment, approval from the Secretary (or equivalent) must be sought to commence external recruitment for the role.
2. The Secretary (or equivalent) may pre-approve (before the role is advertised through the JSE) a specific role for external advertising in the event that it is anticipated that it will not receive any applications through the JSE. Pre- approval should be on a case-by-case basis.
3. This external advertisement must occur in parallel with re-advertising on the JSE.
4. A request for external advertising requires a clear evidence-base and explanation for why no suitable applicant was found within the VPS, making direct reference to the RA Guidelines and the principle of recruiting for growth potential.
5. To promote diversity in the VPS, hiring managers may seek approval for immediate external advertising (in parallel with advertising on the JSE jobs board) for roles subject to Section 12 of the *Equal Opportunity Act 2010* (Vic).
6. In rare circumstances, hiring managers may seek approval for immediate external advertising (in parallel with advertising on the JSE jobs board), when specialist skills are required.
7. If a job is advertised on external jobs boards in the first instance, in parallel with advertising on the JSE, JSE-eligible applicants must (where reasonably practicable) be considered and assessed using the RA Guidelines, prior to consideration of external applicants.
8. The VPS employment programs listed below will be advertised externally. Advertising in parallel on the JSE is encouraged (Clause 25 does not apply in these circumstances).
   1. Victorian Government graduate program
   2. Barring Djinang and other Aboriginal internship programs
   3. Youth Employment Scheme
   4. Departmental internship programs
   5. Departmental work placement programs
   6. Departmental traineeships.
9. If specified in the program guidelines, employers are permitted to directly appoint participants to roles upon completion of the employment program.

## JSE access and eligibility

1. In addition to people employed under Part 3 of the *Public Administration Act 2004* (Vic), people in the categories set out in Appendix A, are eligible to access and apply for jobs through the JSE jobs board.
2. People on labour hire contracts can apply for VPS jobs through external jobs boards but are not able to access and apply for jobs through the JSE.
3. To assist business continuity and help build capability across the VPS, the following employees are eligible to apply for jobs through the JSE for 9 months after they leave the VPS:
   1. redeployees (where redeployment has not been achieved by the end of their Redeployment Period) who leave the VPS on and after 31 March 2022 (noting their priority consideration status ceases upon the end of their Redeployment Period); and
   2. fixed term employees whose contracts end on and after 31 March 2022 (employees who resign from their fixed term position prior to the nominal expiry of their fixed term contract are not eligible for 9 months extended access to the JSE).
4. To support the Government’s commitment to increasing diversity and inclusion across the VPS, individuals are eligible to apply for jobs through the JSE for 12 months after they leave the VPS if they:
   1. identify as Aboriginal and/or Torres Strait Islander; and/or
   2. identify as a person with disability.
5. Participants of the following employment pathway programs and internship programs (VPS and Victorian public entities) are eligible to access and apply for jobs through the JSE during their program and for 12 months after they complete their employment:
   1. Youth Employment Scheme
   2. Youth Employment Program
   3. Any Aboriginal internship program
   4. Any internship program for people with disability
   5. Any internship program for refugees and asylum seekers.
6. Employees who cease employment and have JSE access provided by clauses 30, 31 and/or 32 are JSE-eligible applicants for the purpose of clause 25.

## Reporting

1. The JSE will provide regular reports on exclusive JSE advertising and external advertising to the JSE Steering Committee and the Human Resources Directors Committee.

## Communicating the JSE Policy

1. Departments are responsible for communicating the JSE Policy and the change management approach to their employees.
2. Departments are also responsible for communicating the JSE Policy and the change management approach to their portfolio agencies.
3. HR areas and JSE members can contact the JSE at [jse@vpsc.vic.gov.au](mailto:jse@vpsc.vic.gov.au) for policy queries.

## Commencement date

1. The JSE Policy commences on 1 October 2019.

# **Section 3 - Context / Related Policies / Further Notes**

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

* Common Policies on the Victorian Public Service Enterprise Agreement 2020, including the Review of Actions Common Policy and the Employment Categories and Secure Employment Common Policy as outlined on the Industrial Relations Victoria website.
* Section 28 of the *Public Administration Act 2004* (the Act) allows for mobility of employees between public service bodies or public entities, on terms and conditions of the employment that are no less favourable overall, and Section 27 of the Act provides for the right of return to a position for Executives.
* Application of this policy must meet both the mobility and secure employment principles outlined in Part 4, clause 15 and clause 17 of the *Victorian Public Service Enterprise Agreement 2020*.
* *Equal Opportunity Act 2010* (Vic) - Section 12 on Special Measures.
* Public Sector Industrial Relations Policies 2015.

1. Other related policies, guidance and legislation include:

* The *Victorian Public Service Enterprise Agreement 2020*.
* Administrative Guidelines for engaging professional services and labour hire.
* *Public Administration Act 2004* (Vic).
* Public Administration (Review of Action) Regulations.
* Victorian Public Service Workforce Transition Policy

# **Appendix A – JSE jobs board eligibility**

1. At the commencement of this Policy, the following employees are eligible to access and apply for roles through the JSE jobs board:
   1. People employed under Part 3 of the *Public Administration Act 2004* (Vic), being organisations defined as ‘Public Service’ by employer type in the list titled “[List of public sector agencies](https://vpsc.vic.gov.au/about-public-sector/employer-public-sector-bodies/)” maintained by the VPSC on its website (as varied from time to time).
   2. VPS Senior Executive Service (SES).
   3. All participants (VPS or Victorian Public Entity) of the following programs:
      1. Youth Employment Scheme
      2. Any Aboriginal internship program
      3. Any internship program for people with disability
      4. Any internship program for refugees and asylum seekers.
   4. Employees of organisations that are significantly affected by workforce change, listed in Appendix B.
   5. Employees entitled to access VPS vacancies under the terms of the Ballarat and Latrobe Valley Employee Support Package 2018 Deeds.
   6. All employees of the Teaching Service, per s2.4.37 of the *Education Training and Reform Act 2006* (Vic).
   7. Nominated employees of the Victoria 2026 Commonwealth Games Organising Committee (Vic2026OC) whose transfer to Vic2026OC was directed by the Secretary of Department of Jobs Precincts and Regions (DJPR) via section 28 of the *Public Administration Act 2004* (Vic). JSE access will commence from 5 December 2022 (the date of transfer) to the end date of their fixed term contract. Nominated employees will be eligible for JSE access after they leave their employment in accordance with clause 30 of this policy.

# **Appendix B – Organisations significantly affected by workforce change**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Organisation** | **Start access date** | **End access date** |
| i | Royal Botanic Gardens Victoria | 24 May 2021 | 25 November 2021 |
| ii | Westernport Water | 7 June 2021 | 7 December 2021 |
| iii | Victorian Health Promotion Foundation (VicHealth) | 14 June 2021 | 14 December 2021 |
| iv | Glenelg Hopkins Catchment Management Authority (GHCMA) | 24 June 2021 | 24 December 2021 |
| v | State Library of Victoria | 4 November 2021 | 4 May 2022 |
| vi | Victorian Building Authority (VBA) | 5 November 2021 | 5 May 2022 |
| vii | Mt Buller Mt Stirling Alpine Resort Management Board (MBARMB) | 11 April 2022 | 11 October 2022 |
|  | \* Further period of access | 11 October 2022 | 11 April 2023 |
| viii | Southern Alpine Resort Management Board | 11 April 2022 | 11 October 2022 |
| ix | Mt Hotham Resort Management | 9 June 2022 | 9 December 2022 |
| x | Country Fire Authority | 30 August 2022 | 28 February 2023 |
| xi | Alpine Resorts Victoria  Falls Creek Alpine Resort Management Board  Mount Buller and Mount Stirling Alpine Resort Management Board  Mount Hotham Alpine Resort Management Board  Southern Alpine Resort Management Board | 10 January 2023 | 10 July 2023 |
| xii | Parks Victoria | 20 April 2023 | 1 July 2023 |
| xiii | Victoria 2026 Commonwealth Games | 11 August 2023 | 11 May 2024 |
| xiv | VicForests | 7 August 2023 | 7 February 2024 |
| xv | Victorian Managed Insurance Authority (VMIA) | 21 August 2023 | 21 February 2024 |
| xvi | Breakthrough Victoria (BV) | 1 March 2024 | 31 December 2024 |
| xvii | Triple Zero Victoria | 1 March 2024 | 31 December 2024 |

## Endorsement

|  |  |  |
| --- | --- | --- |
| **Governance bodies Date** | | **Version** |
| Human Resources Directors Committee | 17 May 2024 | Version 11.0 |
| JSE Steering Committee (including CPSU) | 2 May 2024 | Version 11.0 |
| Human Resources Directors Committee | 7 July 2023 | Version 10.0a |
| Human Resources Directors Committee | 1 February 2023 | Version 10.0 |
| Human Resources Directors Committee | 16 May 2022 | Version 9.0b |
| JSE Steering Committee (including CPSU) | 28 April 2022 | Version 9.0b |
| JSE Steering Committee (including CPSU) | 31 March 2022 | Version 9.0 |
| Human Resources Directors Committee | 30 March 2022 | Version 9.0 |
| JSE Interdepartmental Committee | 7 December 2021 | Version 8.0 |
| JSE Steering Committee (including CPSU) | 2 December 2021 | Version 8.0 |
| Liaison/consultation with CPSU | 17 - 30 Nov 2021 | Version 8.0 |
| Human Resources Directors Committee | 27 October 2021 | Version 8.0 |
| Public Sector Administration Committee | 21 October 2021 | Version 8.0 |

## Document Version

| **Version Publish date Detail Author** | | | |
| --- | --- | --- | --- |
| 1.0 | 1 October 2019 | Final version published. | Policy, Jobs and  Skills Exchange (JSE) |
| 2.0 | 17 April 2020 | Extended access on diversity and  inclusion grounds. | JSE |
| 3.0 | May 2020 | COVID-19 amendments. | JSE |
| 4.0 | September 2020 | Further COVID-19 amendments. | JSE |
| 5.0 | October 2020 | Multiple updates. | JSE |
| 6.0 | May 2021 | Amendments to provide JSE access to Victorian public entities; removal of COVID-19 amendments. | JSE |
| 7.0 | June 2021 | Amendments to provide JSE access to employees of Victorian public entities who are participants of internship programs. | JSE |
| 8.0 | December 2021 | Various amendments designed to provide higher-level oversight in relation to approval to advertise externally. New clauses added in relation to prioritisation of redeployees and immediate external advertising in parallel with the JSE. | JSE |
| 9.0 | April 2022 | New clause 34 added to provide redeployees and fixed term employees whose employment ends on and after 31 March 2022 with extended access to the JSE for a period of nine months. Clause 21 amended to clarify that redeployees who have left the VPS and now have extended access to the JSE are eligible to apply for roles through the JSE. However, they are not required to be prioritised for ongoing roles. | JSE |
| 9.0a | May 2022 | Administrative changes to Appendix A, paragraph ‘a’ to add Invest Victoria and to paragraph ‘d’ to add end access dates to sector organisations. | JSE |
| 9.0b | May 2022 | Amendment to clause 21 to remove reference to ‘ongoing’ roles. | JSE |
| 9.0c | Jun 2022 | Appendix A(d): Addition of Mt Hotham Resort Management. Second period of JSE access for VicHealth. | JSE |
| 10.0 | Jan 2023 | Amendment to multiple clauses to align with the Redeployment Common Policy, add table of contents, remove list of employers in Appendix A, add sector entities list at Appendix B and other wording changes. | JSE and Industrial Relations Victoria (IRV) |
| 10.0a | 22 August 2023 | Addition of employers xii – xv to Appendix B, addition of clause 41(g). Updated Alpine Resorts Victoria access date; other minor changes | JSE |
| 11.0 | April 2024 | Amendment to clause 15 and clause 39 to align with the Common Policy on Employment Categories and Secure Employment in particular the conversion of fixed-term to ongoing. | JSE and Industrial Relations Victoria (IRV) |