

Form 1

ADVICE TO THE AUSTRALIAN PUBLIC SERVICE COMMISSIONER ON ENGAGEMENT OF NON-ONGOING EMPLOYEES

This form is to be completed at the end of each month to indicate the number of **new** non-ongoing engagements in the agency for that month, as well as **extensions** of existing non-ongoing engagements.

Please e-mail this form **within five working days from the end of the reporting month** to recruitmentsolutions@apsc.gov.au.

NOTE: This form must be endorsed by a SES Band 1 (or above) officer prior to lodgement.

Please type in the name of your DEPARTMENT or AGENCY

Report for the Month of

Type of Engagement (i.e. Specified Term / Specified Task)	New Engagement or Extension	Period of Employment / Expected Duration	APS Classification / Location	Reason for Engagement/Extension

INTERMITTENT AND CASUAL ENGAGEMENTS (to be advised as a single bulk round, not by individuals)

Role and Classification	Number of Engagements	New or Existing	Location	Reason for Engagement

PROPOSAL TO ADVERTISE A VACANCY IN APSJOBS AS OPEN ONLY TO APS EMPLOYEES

PROPOSAL TO USE AN EXISTING ORDER OF MERIT

PROPOSAL TO CONTINUE WITH AN EXISTING RECRUITMENT PROCESS

This form is required to obtain the Australian Public Service Commissioner’s approval to advertise an SES or non SES vacancy, use an existing order of merit or continue with an existing recruitment process. This form should be submitted with, or immediately after submitting a vacancy notification to APS Jobs. Please send this form to recruitmentsolutions@apsc.gov.au for APS to EL2 vacancies. Vacancies for SES roles should be submitted to sesstaffing@apsc.gov.au

Documentation to support the Commissioner’s consideration must include evidence the role is essential and the risks if it is not filled.

VACANCY DETAILS: (please provide job title and classification)

APS Jobs vacancy notice number (ie NN - where previously obtained)	
Date(s) redeployment register consulted (include operator log on code and search code); number of résumés examined; details of further assessment undertaken—e.g. contact made with employees, interviews conducted, referees contacted. If no further assessment undertaken, give reasons.	
Proposed selection method (new advertisement, use order of merit or continue with existing process and include relevant details)	
Reasons for filling the vacancy	
Impact if the vacancy is not filled	
Agency contact (Name, Position/title, contact details)	

Agency head certification

I certify that:

- there are no available ongoing employees within the agency requiring placement who are suitable for the vacancy; and
- the APSC’s redeployment register has been consulted and the résumés of any relevant employees on the register have been examined. The claims of any potentially suitable employees on the register have been assessed and there are no employees on the register who appear suitable for the vacancy; and
- it is essential for the operations of the agency that this vacancy be filled.

Name and designation.....

Signature.....Date.....

Vacancy / Criticality assessment

To obtain agreement from the Australian Public Service Commissioner to fill a critical vacancy you must first complete all questions in this criticality assessment document and submit with your Recruitment/Vacancy request - Form 2 or Form 3 signed by your Agency Head in accordance with the 'Interim Arrangements for Recruitment in the APS'.

Note: this criticality assessment document requires the signature of your Head of Corporate to be a valid submission.

Vacancy information	
Portfolio/Agency	Portfolio/Agency
Classification of vacancy	<ul style="list-style-type: none"> • What is the classification of the role? • Please attach a job description and/or application package for the vacancy. • Please confirm if the duties are consistent with the APS work level standards for that classification? If no, why not? • If the vacancy has been advertised or entered on the APSjobs website (i.e. the Public Service Gazette) please provide the APSjobs notice number (e.g. N.N. 10612345)
Location(s)	Please list the location or locations where the duties can/will be performed by State/Territory (and regional location if applicable)
Number of jobs	Please list the number of positions to be filled (inc. by State/Territory)
Internal assessment	<p>Have internal ongoing APS employees who are excess or potentially excess or currently in unfunded positions been considered for this vacancy?</p> <p>Can the duties be wholly or partially absorbed by re-allocating tasks to existing employees?</p> <p>Has consideration been given to filling this vacancy as a development opportunity for an ongoing APS employee? If no, why not?</p>
APS Redeployment Register assessment	<p>Please provide the following details:</p> <ul style="list-style-type: none"> • Agency contact officer who consulted the Register (inc. contact details) • the date the Register was consulted • search criteria used • the number of employees that matched the search criteria • the number of employees considered for further assessment • of the assessment activities undertaken – e.g. more details requested, interviews conducted by phone or face to face, referees contacted • reason(s) why employee(s) could not transition into the role with reasonable support/training?

Criticality assessment	
Business requirement	<ul style="list-style-type: none"> • What is the key purpose of this job in the organisation? • What are it's linkages to Government priorities? • What are it's linkages to the Portfolio Budget Statement? • What are it's linkages to your Agency Strategic/Business plan.
Risks/impacts	<p>What is the risk/impact on the efficient and effective delivery of business outcomes of the organisation if the job is not filled?</p> <p>Please also provide a risk rating : Extreme/High/Moderate/Low</p>
Vacancy criticality	<p>Describe the reason the job vacancy is considered critical and needs to be filled.</p> <p>Critical job(s) may include those that have been assessed as:</p> <ul style="list-style-type: none"> • key, or that may become key to the delivery of functions of the organisation now or in the future • having had a high number of vacancies and/or vacancies occurring over time that have been difficult to fill due to internal APS labour market tensions • those that have an impact on the organisation's business outcomes if left vacant for more than..... • those which require a long lead time to develop the required skills • those which have the largest number of staff (critical mass required to sustain a business model).
Qualifications, certifications, licensing	<p>What are the mandatory professional qualifications, certifications or licenses required to perform the role?</p>
Required knowledge	<p>What is the particular specialisation or proficiency required for the job(s) that cannot be readily obtained from within the APS workforce?</p>
Source	<p>Is there a preferred external supply source for the job(s)? Such as universities including specific courses, or disciplines?</p>
Do 'Special Measures' provisions apply to the position?	<p>'Special Measures' provisions can also be applied to employ people with intellectual disability or Aboriginal and Torres Strait Islander people.</p>

Name:

Designation: Head of Corporate

Signature:

Date:

PROPOSAL TO ADVERTISE A VACANCY AS OPEN TO ALL ELIGIBLE MEMBERS OF THE COMMUNITY

This form is required to obtain the Australian Public Service Commissioner's approval to advertise an SES or non SES vacancy as open to all eligible members of the community, either where the vacancy has previously been advertised as open only to APS employees, or where advertising to non-APS applicants is proposed concurrently with advertising the vacancy to APS employees. This form should be submitted with the vacancy notification for APS Jobs. Please send this form to recruitmentsolutions@apsc.gov.au . Vacancies for SES roles should be submitted to sesstaffing@apsc.gov.au

Advertising for APS vacancies to non-APS employees is expected to be rare and exceptional. Documentation to support the Commissioner's consideration must include evidence of the role's criticality and the risks if it is not filled, including advice on why the job cannot be filled by APS employees.

VACANCY DETAILS

<p>Has the vacancy been previously advertised in APSJobs as open only to APSEmployees? If yes, provide previous vacancy notice number, number of applications received, number assessed as suitable, and reasons for not moving suitable applicants to the position (if applicable).</p>	
<p>Has the agency re-consulted the APS redeployment register since the vacancy was initially advertised? Date(s) redeployment register consulted (include operator log on code and search code); number of résumés examined; details of further assessment undertaken—e.g. contact made with employees, interviews conducted, referees contacted. If no further assessment undertaken, give reasons.</p>	
<p>Reasons for advertising the vacancy to non-APS applicants (see guidance)</p>	
<p>Impact if the vacancy is not filled</p>	
<p>Agency contact (Name, Position/title, contact details)</p>	

Agency head certification

I certify that I consider it critical to fill this vacancy and (the following is not required for graduate and indigenous recruitment):

- there are no available ongoing employees within the agency requiring placement who are suitable for the vacancy; and
- the APSC's redeployment register has been consulted and the résumés of any relevant employees on the register have been examined. The claims of any potentially suitable employees on the register have been assessed and there are no employees on the register who appear suitable for the vacancy; and
- in my opinion it is essential that the vacancy be advertised in the APS Gazette as open to all eligible members of the community.

Name and designation.....

Signature.....Date.....

Vacancy / Criticality assessment

To obtain agreement from the Australian Public Service Commissioner to fill a critical vacancy you must first complete all questions in this criticality assessment document and submit with your Recruitment/Vacancy request - Form 2 or Form 3 signed by your Agency Head in accordance with the 'Interim Arrangements for Recruitment in the APS'.

Note: this criticality assessment document requires the signature of your Head of Corporate to be a valid submission.

Vacancy information	
Portfolio/Agency	Portfolio/Agency
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Number of jobs	Please list the number of positions to be filled (inc. by State/Territory)
Internal assessment	<p>Have internal ongoing APS employees who are excess or potentially excess or currently in unfunded positions been considered for this vacancy?</p> <p>Can the duties be wholly or partially absorbed by re-allocating tasks to existing employees?</p> <p>Has consideration been given to filling this vacancy as a development opportunity for an ongoing APS employee? If no, why not?</p>
APS Redeployment Register assessment	<p>Please provide the following details:</p> <ul style="list-style-type: none"> • Agency contact officer who consulted the Register (inc. contact details) • the date the Register was consulted • search criteria used • the number of employees that matched the search criteria • the number of employees considered for further assessment • of the assessment activities undertaken – e.g. more details requested, interviews conducted by phone or face to face, referees contacted • reason(s) why employee(s) could not transition into the role with reasonable support/training?

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Risks/impacts	<p>What is the risk/impact on the efficient and effective delivery of business outcomes of the organisation if the job is not filled?</p> <p>Please also provide a risk rating : Extreme/High/Moderate/Low</p>
Vacancy criticality	<p>Describe the reason the job vacancy is considered critical and needs to be filled.</p> <p>Critical job(s) may include those that have been assessed as:</p> <ul style="list-style-type: none"> • key, or that may become key to the delivery of functions of the organisation now or in the future • having had a high number of vacancies and/or vacancies occurring over time that have been difficult to fill due to internal APS labour market tensions • those that have an impact on the organisation's business outcomes if left vacant for more than..... • those which require a long lead time to develop the required skills • those which have the largest number of staff (critical mass required to sustain a business model).
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Source	<p>Is there a preferred external supply source for the job(s)? Such as universities including specific courses, or disciplines?</p>
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Name:

Designation: Head of Corporate

Signature:

Date: