Recruitment and Selection

Policy Number: B1 (QH-POL-212)
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Purpose: The purpose of this policy is to specify the mandatory requirements for recruitment and selection specific to Queensland Health vacancies in addition to PSC Directive 15/13 – Recruitment and Selection (extended to Queensland Health via the Public Service Regulation 2008) - https://www.qld.gov.au/gov/documents/directive/1513/recruitment-and-selection.

Application: This policy applies to the recruitment of all positions within Queensland Health including positions within:

- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services,

to the following categories of employment:

- permanent (includes full-time or part-time)
- temporary (includes full-time or part-time)
- apprenticeships and traineeships
- casual staff
- clinical appointments (including Visiting Medical Officers (VMOs)).

The recruitment and selection principles in this policy apply to the filling of roles at senior officer (SO), district senior officer (DSO) level and above. The Attraction and Talent team, Human Resources Branch, are to be contacted to discuss additional requirements for senior roles.

The principles of this policy apply to all selection activities undertaken, even if the selection activity is not mandated by this policy or relevant legislation.

Delegation: The ‘delegate’ is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:

- Aged Care Act 1997 (Cth)
- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1991
- Australian Human Rights Commission Act 1986 (Cth)
- Child Employment Act 2006
- Commission for Children and Young People and Child Guardian Act 2000
- Disability Discrimination Act 1992 (Cth)
- Hospital and Health Boards Act 2011
- Industrial Relations Act 1999
- Information Privacy Act 2009
- Racial Discrimination Act 1975 (Cth)
• Right to Information Act 2009
• Public Service Act 2008
• Public Service Regulation 2008
• Sex Discrimination Act 1984 (Cth)
• Workers’ Compensation and Rehabilitation Act 2003
• Nurses and Midwives (Queensland Health and Department of Education and Training) Certified Agreement (EB9) 2016
• Medical Officers’ (Queensland Health) Certified Agreement (No.4) 2015 (MOCA4)
• Queensland Public Health Sector Certified Agreement (No. 8) 2011 (EB8)
• Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No. 5) 2011
• Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 1) 2015
• Queensland Government Standing Offer Arrangement (SOA) No. 200
• PSC Directive 02/14 – Appeals
• PSC Directive 16/16 – Early Retirement, Redundancy and Retrenchment
• PSC Directive 7/11 – Employment Screening
• PSC Directive 15/13 – Recruitment and Selection
• PSC Directive 17/16 – Supporting employees affected by workplace change
• PSC Directive 10/16 – Transfer within and between Classification Levels and Systems
• PSC Directive 5/12 – Workforce Establishment Management Program
• Code of Conduct for the Queensland Public Service
• Health Executive Services Terms and Conditions of Employment Document

Related policy or documents:
• PSC Lobbyist Disclosure Policy
• Commission Chief Executive Guideline 02/13: Evidence of attribute – Aboriginal and/or Torres Strait Islander identified roles
• Nursing and Midwifery Classification Structure HR Policy B7 (QH-POL-179)
• Health Professionals Registration: Medical officers, nurses, midwives and other health professionals HR Policy B14 (QH-POL-147)
• Job Evaluation HR Policy B29 (QH-POL-159)
• Appointment of Permanent Relief Staff to Non-Relieving Positions - Administrative Stream HR Policy B31 (QH-POL-102)
• Employees requiring placement HR Policy B36 (QH-POL-237)
• Criminal History Checking HR Policy B40 (QH-POL-122)
• Secondment HR Policy B42 (QH-POL-224)
• Citizenship, Residency, Visas and Immigration HR Policy B46 (QH-POL-250)
• Determining Salary Levels Upon Appointment HR Policy C59 (QH-POL-245)
• Transfer and Appointment Expenses HR Policy D4 (QH-POL-245)
• Employee Complaints HR Policy E12 (QH-POL-140)
• Reasonable Adjustment HR Policy G3 (QH-POL-210)
• Separation of Employment HR Policy H1 (QH-POL-227)
• Indemnity for Queensland Health’s Medical Practitioners HR Policy I2 (QH-POL-153)
• Queensland Health Implementation Standard for Vaccination of Healthcare Workers (QH-IMP-321-9)
• Guideline for Transfers and Movements in Queensland Health
• Visa Entitlement Verification Online (VEVO) guideline
• Developing Role Descriptions Guideline
• Role description template
• Identified (lawful discrimination) role template
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1 Recruitment and selection in Queensland Health

PSC Directive 15/13 – Recruitment and Selection specifies the minimum requirements applying to the recruitment and selection of public service employees and health service employees.

The appropriate delegate is responsible for authorising and approving decisions related to recruitment activities and appointments. A delegate can elect to be on the selection panel, however delegations for all decisions related to the recruitment will shift up to the delegate’s line manager (the ‘one up’ rule).

This policy sets out additional requirements and standard processes specific to Queensland Health and must be read in conjunction with PSC Directive 15/13 – Recruitment and Selection - https://www.qld.gov.au/gov/documents/directive/1513/recruitment-and-selection

Part I – Workforce planning and job design

2 Workforce planning and job design

The PSC Directive 05/12 – Workforce Establishment Management Framework sets out the principle that service wide workforce management strategies align with government priorities. This supports the Government’s commitment to a public service that delivers effective, efficient and responsive services to the community.

To ensure that a role description accurately reflects the role within the organisational structure, role descriptions are to be reviewed:

- every two years
- when a vacancy occurs in that position (prior to advertising)
- when organisational change significantly impacts on the role.

Organisational cultural fit or particular personal qualities are to be articulated in the role description to ensure merit is transparently and appropriately assessed.

2.1 Identified (lawful discrimination) roles

Mandatory requirements of a role can include attributes required for appointment to an identified position. An identified role is a position in which it is lawful to discriminate in favour of a person possessing one or more of the attributes set out in section 7 of the Anti-Discrimination Act 1991 for the purpose contained in sections 25, 104 and 105 of that Act. Refer to Attachment One of this policy for the requirements and processes for identified positions within Queensland Health.

2.2 Role evaluation methodology

All classification streams in Queensland Health are supported by a job or work level evaluation methodology specified by the relevant award, industrial agreement, or HR policy. The following table summarises the methodologies used by each major classification stream.

| Medical | General medical position classification definitions are contained within the relevant Medical Officers’ Award and the Medical Officers’ (Queensland Health) Certified Agreement (No.4) 2015 (MOCA4). |
Nursing

The Nursing and midwifery classification structure HR Policy B7 sets out the agreed generic level statements for nursing officers and the process to support the evaluation and re-evaluation of nursing and midwifery positions.

Building and engineering

Classification levels are determined by competency levels contained under the relevant Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No.5) 2011.

Operational

The Operational Stream Employees (Queensland Health) Certified Agreement 2006, and Operational Services Manual, identifies the various methods to be used for supervisory, management and other specialist roles in the operational stream. Generic level statements for most operational positions are contained within the Operational Services Manual.

Newly created role descriptions below OO5 that are not defined in the Operational Services Manual determination C are to be submitted via the Public Hospitals Oversight Committee (PHOC) Secretariat for approval by PHOC.

Health practitioner

Health practitioner classification levels 1 to 8 are evaluated through work level statements contained within the Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 1) 2015.

All other AO, OO, TO and PO roles not identified above

Job Evaluation Management System (JEMS) is the standard generic role evaluation methodology used in the Queensland Government.

For more information on the JEMS process, refer to job evaluation roles covered by the Job Evaluation HR Policy B29.

Levels 1 and 2 of the professional and technical streams are not required to be evaluated because, by definition, these levels exist for the purpose of fulfilling prerequisite education and training prior to appointment to the level of practising professional or technical officer at level 2.

Part II – Filling vacancies

3 Employees affected by workplace change

Employees affected by workplace change must be considered for all AO3 to SO non-frontline permanent vacancies and temporary vacancies of greater than 12 months in accordance with PSC Directive 17/16 – Supporting employees affected by workplace change.

Under the NDIS workforce strategy (2015–2019), additional vacancies, including specified frontline roles of at least 12 months duration, have been identified under Section 12.1 of PSC Directive 17/16. Impacted locations will be progressively advised of the vacancies that must be referred for consideration of displaced employees as the strategy is implemented.

Refer to the Employees requiring placement HR Policy B36 for further information regarding employees affected by workplace change.

4 Transfer/movement at level

Transfer/movement at level can be considered prior to advertising or after the vacancy has been advertised, e.g. when considering the pool of applicants. Transfer/movement at level is at management discretion and may be considered on a case-by-case basis. Transfer/movement at level can proceed even if there are registered employees requiring placement.
Refer to Transfers and movements in Queensland Health Guideline for further information.

5 Secondments

Refer to the Secondments HR Policy B42 for further information.

6 Staff interchange/work arrangements

Formal staff interchange and work arrangements exist between Queensland Government departments/agencies and Federal Government/local authorities when employees in one sector may be engaged on temporary assignments in another sector.

Staff interchange arrangements require an interchange agreement to outline work arrangements and ensure the continuity of indemnity and entitlements for Queensland Health employees. Refer to sections 183 and 184 of the Public Service Act 2008 (extended to health service employees through the Public Service Regulation 2008).

7 Direct appointments

Applications for all categories of direct appointments are to be considered on a case-by-case basis. At the discretion of the appropriate delegate, direct appointment may be approved in accordance with sections 7.1 to 7.3 of this policy or to positions that have been exempt from advertising in accordance with section 8.2 of this policy.

7.1 Direct appointment of a temporary or casual employee, apprentice or trainee to a permanent entry-level role

The appropriate delegate may direct appoint a temporary or casual employee, apprentice or trainee to a permanent entry-level role if all of the following requirements are met:

- the applicant has been appointed on a temporary or casual basis via a merit process (i.e. minimum two selection techniques, employees requiring placement check undertaken)
- the employee has been assessed as having demonstrated performance of a sufficiently high standard that advertising the role would be unlikely to yield a superior candidate.

The date of appointment under this provision is to be the date of approval of the appointment by the appropriate delegate.

7.2 Direct appointment of a temporary employee to tenured status at level to a permanent non entry-level role

The appropriate delegate may convert a temporary employee to tenured status at level if all of the following requirements are met:

- the temporary role must have been advertised according to the provisions of sections 9.1 to 9.5 of PSC Directive 15/13 – Recruitment and Selection and the temporary employee demonstrated their merit in the open merit process
- the temporary employee must have undertaken the duties of the role for a continuous period of not less than one year
- the temporary employee must be assessed as having demonstrated performance of a sufficiently high standard that advertising the role would be unlikely to yield a superior candidate
- the suitability of the agency’s own registered and unregistered deployees has first been considered in accordance with provisions contained in the PSC directive and policy relating to employees requiring placement.
7.3 Direct appointment to roles at a higher level

This section does not apply to senior executive or senior officer roles.

The appropriate delegate may, without advertising, direct appoint an employee to a role at a higher classification level, where the occupant has been seconded to or temporarily employed in the role, or the role has been reclassified.

In both cases above, the employee must:

- have undertaken the role in question for a total of not less than one of the preceding two years and
- be assessed as having demonstrated performance of a sufficiently high standard that advertising the role would be unlikely to yield a superior candidate.

In relation to direct appointment following secondment to, or temporary employment in, a role at a higher classification level, the temporary role must have been advertised according to the provisions of sections 9.1 to 9.5 of PSC Directive 15/13 – Recruitment and Selection. The occupant of the role is required to have demonstrated their merit in an open merit process.

In relation to direct appointment to roles which have been reclassified, all of the following requirements must be met:

- the employee must be the substantive occupant
- reclassification must not be higher than one classification level above the employee’s substantive classification level.

An employee who has been appointed to a higher classification level via direct appointment is not eligible for further appointment under the provisions of that section in the event that the role in question is again evaluated at a higher classification level. An open merit selection process is to be undertaken.

8 Advertising

8.1 Advertising vacancies

Minimum vacancy advertising requirements are outlined in PSC Directive 15/13 – Recruitment and Selection.

8.2 Exemptions from advertising

In addition to the exemptions from advertising listed in PSC Directive 15/13 – Recruitment and Selection, specific exemptions for Queensland Health vacancies may apply as follows:

- Appointment of permanent relief staff to non-relieving positions - This is only applicable to the administrative stream.
- Positions reclassified in the administrative stream - Exemptions apply to positions reclassified from AO2 - AO3 as per Queensland Public Health Sector Certified Agreement (No. 8) 2011 (EB8).

In addition to exemptions from advertising, the relevant delegate may elect to limit advertising in accordance with section 9.7 of PSC Directive 15/13 Recruitment and Selection. Documentation requirements when approving exemptions under section 9.7 of PSC Directive 15/13 Recruitment and Selection are outlined in section 15.2 of this policy.
Specific exemptions approved by the Public Service Commission include:

| Assistants in nursing, enrolled nurses and nursing officer grade 5 roles | Nurses and Midwives (Queensland Health) Award – State 2015 |
| Group HBEA12 and group HBEA10 | Relevant Queensland Health Building, Engineering & Maintenance Services Certified Agreement (No. 5) 2011, provided these roles maintain their relativity with the entry-level roles under wage group C12 of the Engineering Award - State 2012 and wage group BW1 (a) under the Building Trades Public Sector Award - State 2012 respectively. |
| OO3 | Operational officer level 3 - trade equivalent non-supervisory. |
| Medical interns at salary level RMO1 (L1) intern | Medical Officers (Queensland Health) Award - State 2015 |
| AO1 - AO2 | All considered entry-level. |
| OO1 - OO2 | Note: There are no entry-level roles for HP. |
| TO1 - TO2 |
| PO1 - PO2 |

8.3 Recurring vacancies

In addition to the requirements in PSC Directive 15/13 – Recruitment and Selection, if the existing pool is supplemented or a late application is accepted, the original panel is to be convened (or at least two of the original members) to assess the new applicants. By using the same selection techniques as the first applicant pool, the existing order of merit can be supplemented with additional meritorious applicants. Recurring vacancies can only use the order of merit if they are covered by the same role description.

Part III – Merit and panel formation

9 Merit

Section 27 of the Public Service Act 2008 requires the selection for appointment of employees to be based on merit alone (the merit principle) and applies to public service and health service employees.

Organisational fit is a key dimension of merit (i.e. the skills, personal qualities, etc. necessary for the appointee to operate effectively in the particular organisational environment) and must be assessed along with role related requirements.

Open merit does not apply to the appointment of an employee requiring placement. A suitability assessment is required (refer section 3 of this policy).

10 Panel responsibilities

10.1 Selection panel

Panels must be comprised of at least two members with a minimum of one external panel member. An external panel member must be from outside the employing branch or work area and may be from
another specialty area, division, Hospital and Health Service (HHS) or Queensland Government agency. All members must understand the requirements of the role, and at least one member must have detailed knowledge.

The panel chairperson must be trained in conducting recruitment and selection activities.

Panel composition must be planned to reflect the role (e.g. identified or directly working with people from a non-English speaking background), applicants (e.g. equal employment opportunity target groups), or community in which the role serves (e.g. Aboriginal and Torres Strait Islander people). In these instances, one member of the panel must possess the attribute that is the basis for the role. This may require a specialist panel member from another government department/agency/community group selected for their knowledge of the skills required for the role.

Panel members should be at a higher classification level than the vacancy. However, a panel member may be at the same or lower classification level if they are required to contribute specialist knowledge of the role to the panel.

10.2 Role of chair

The panel chair is responsible for leading the selection process in an open and transparent way in accordance with policy and legislation. The chairperson must be a Queensland Health employee appointed by the appropriate delegate and be of a higher classification level than the vacancy. The chairperson cannot also be the delegate for appointment of the role. Refer to Section 1 of this policy for more detail.

10.3 Prior knowledge of the applicant

When one or more panel members have prior knowledge of applicants regarding their ability to meet the key attributes, panel members are to declare this to other panel members with due consideration of any real or perceived bias as a result of that person being part of the panel. The information is to be factual and able to be verified so that its influence in the selection recommendation is transparent. Natural justice must be afforded to the applicant, with any adverse information disclosed to the applicant for comment. Prior or current professional knowledge does not prevent a supervisor from participating on a panel and assessing a position within their control, or staff who work for them, when their knowledge of the applicant is gained through normal on-the-job activities.

10.4 Moderation

Moderation is a mandatory quality review process to support assessment decisions during the selection process. Moderation discussion is to be undertaken by the panel members to ensure a shared understanding of the requirements of the role, and is to be undertaken during shortlisting, and following the use of other selection techniques to ensure a level of consistency and reliability in the assessment of applicants. While panel members may differ in their assessment, wide variations are to be scrutinised and consensus reached on who best meets the requirements of the role.

10.5 Potential conflict of interest

A conflict of interest occurs when the relationship between individuals breaches professional boundaries and is perceived to be a personal relationship.

After discovering a conflict exists, real or perceived, the panel member with prior knowledge is to inform the chairperson or, if it is the chairperson, inform the appropriate delegate responsible for appointment and discuss whether their prior knowledge or relationship would preclude them from participating in the selection process. Any panel member with a personal relationship either current or past will excuse themselves from the panel to avoid allegations of perceived conflicts of interest.
Delegates are also required to declare any potential conflicts of interest as part of the recruitment process.

10.6 Diversity and reasonable adjustment

It is the responsibility of the panel chairperson to ensure recruitment strategies support recruitment of a diverse workforce. Work environments must enable and not unreasonably prevent employment for people with a disability or impairment. Refer to the relevant Reasonable adjustment HR Policy G3 for further information.

Part IV – Selection

11 Selection strategy

11.1 Selection strategy

The selection panel must implement a selection strategy that directly relates to competencies and cultural behaviours required so that the most meritorious applicant is selected through a transparent and defendable approach. The selection strategy must be applied equally, consistently and fairly.

The panel is responsible for choosing a minimum of two selection techniques. Selection techniques must be tailored to the position to clearly assess the capability of applicants and their alignment to organisational values and may include:

- Phone screen
- Eligibility screen – using questions that are mandatory requirements for the role
- Written application/task
- CV/resume
- Referee reports (mandatory)
- Practical work-based demonstration
- Role plays
- Presentations
- Computer skills testing
- Work samples
- Interviews - behavioural and situational
- Psychometric testing (e.g. for senior roles)
- Assessment centres.

Advice on selection techniques is available from local recruitment units.

11.2 Assessment process

The panel is to determine the form of assessment and set the standards for all assessment related activities. Qualitative or quantitative methods of assessment may be used. When assessing applicants, the panel must take into account each applicant’s personal qualities and behaviours and, if relevant, potential against the key attributes.

While panel members may differ in their assessment, wide variations are to be scrutinised and consensus reached on who best meets the requirements of the role. Where a clear recommendation and decision cannot be reached, the selection information must be reviewed and additional selection techniques used to separate applicants.
11.3 **Assessment of applicants submitted by a recruitment agency**

The delegate may choose not to consider applications submitted by a recruitment agency. If a delegate decides to progress the applicant, full terms and conditions, including cost of placement, must be negotiated with the agency prior to doing so.

12 **Referee checking**

The following requirements for referee checking are in addition to the requirements outlined in PSC Directive 15/13 – Recruitment and Selection:

**Use of referee reports**

- At least one referee check is to be completed for the preferred applicant, however medical roles require a minimum of two checks which must be conducted by the medical superintendent, or appropriate delegate.
- Referee checks are to be completed for all appointments regardless of the nature or duration of the appointment (e.g. includes all permanent and temporary appointments for any period of time).
- Referees are to be informed that their comments will be made available to the applicant if requested.
- When appointing from an order of merit, a referee check is required prior to an appointment offer to ensure referee reports are current at the time of a recommendation for appointment.

**Identifying referees**

- The referee is to be (or have been) in a recent supervisory relationship with the applicant. When an applicant is moving back into the workforce following absences, e.g. for family reasons, they are not to be disadvantaged because they do not have a current or recent past supervisor.
- The panel is only to contact referees that have been nominated by the applicant. The panel is not to contact the current supervisor of a public service or health service employee for a referee check unless the applicant has nominated the supervisor as a referee through the application process, or consent has been given by the applicant.
- A panel member can act as a referee for an applicant (refer section 10.3 of this policy).
- If applicants are external to the public sector, care is to be taken in contacting referees so as not to jeopardise the applicant’s existing employment. The issue should be discussed with the applicant and arrangements made which are acceptable to the applicant.

12.1 **Selection report**

The selection report provides all essential information to the appropriate delegate to make a decision on the recommendation of the panel. The report is to clearly indicate whether applicants are meritorious or not. The selection report provides the appropriate delegate with:

- confirmation by the panel that the selection report and the recruitment and selection process have been undertaken in accordance with this policy and the relevant industrial instruments
- the method of shortlisting and a qualitative summary statement of each shortlisted applicant against the key attributes, and/or comparative statement when more than one applicant
- an order of merit of suitable applicants for appointment where applicable (do not include applicants on the order of merit who are not suitable for appointment)
- a recommendation for an external appointee to a particular pay point within a classification as determined by the panel (refer section 12.2 of this policy)
- confirmation and evidence that appropriate referee, identification, qualification checks, criminal history checks, visa status and other required pre-employment checks have been completed.
A copy of all applications, including CV/resumes, role description, referee report/s, and other relevant selection documents are to be provided to the appropriate delegate for review as necessary.

12.2 Paypoint recommendation

Applicants are to be appointed to the relevant classification and paypoint as may be prescribed by the specific award, agreement, other industrial instrument or administrative arrangement applying to their occupational group (refer to Determining salary levels upon appointment HR Policy C59). An external applicant (i.e. an applicant who is not an existing Queensland Health or permanent Queensland public service employee) may be appointed to any paypoint (increment) within the classification level upon the panel’s recommendation.

Part V - Pre-appointment

13 Pre-appointment

13.1 Delegate responsibilities

The appropriate delegate is responsible and accountable for the decision to appoint in the recruitment and selection process, and is specifically responsible for:

- possessing a thorough understanding of the requirements of recruitment and selection processes as applied within Queensland Health
- reviewing the selection report and documentation to ensure the process applied was completed fairly and able to withstand appropriate scrutiny, including panel composition, and integrity and merit based assessments and decision making
- dealing with matters of contention
- making decisions relating to the appointment recommendations made in the selection report by approving/not approving the recommendations
- ensuring appointment is within staffing and budget allowances and appointees have met pre-employment screening requirements.

The appropriate delegate must ensure decisions made regarding a selection, particularly when there is contention, are documented clearly, including any reasoning used in making the decision.

13.2 Early retirement (ER), voluntary separation program (VSP) and voluntary redundancy (VR) status checks

Prior to making an appointment, the chairperson must check the ER, VSP and VR status of all former public sector employees, including for temporary and casual appointments. It is recommended that the chairperson ask the question directly to the applicant, or check the application form.

If the applicant is currently within the benefits period of an ER, VSP or VR package issued by a Queensland Government agency, the chairperson is to liaise with their local people and culture/HR unit about the need to potentially recover funds from the applicant. For more information, refer to [PSC Directive 16/16 – Early Retirement, Redundancy and Retrenchment](#).

13.3 Proof of identity

All preferred applicants must provide proof of identity prior to commencing employment. The panel chairperson/hiring manager is to seek original or certified copies of three documents as outlined in the table below (i.e. ensuring documents from each row). Identification must be current and must include at least one type of photographic ID and identification that contains a signature and date of birth.
Documents must be current and copies must be certified by a justice of the peace, commissioner of
declarations, barrister or solicitor or notary public.

<table>
<thead>
<tr>
<th>Provide either</th>
<th>Documents*#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current passport OR Birth certificate + Australian drivers licence/Australian student photo ID card/Proof of age card</td>
<td></td>
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| Provide two (if not included above) | Australian drivers licence Australian student photo ID Australian proof of age card Birth certificate Australian citizenship certificate Medicare card Utility bill (e.g. water, gas, electricity) Pension concession card Health care card Working with children check (Blue Card) |

*For overseas applicants, local documents issued by equivalent overseas authorities can be accepted.

#Where an Aboriginal and Torres Strait Islander person is unable to provide proof of identity documentation, (e.g. an older person who does not have a birth certificate or those living in remote communities), consideration is to be given to alternative confirmation of proof of identity documents, including a statement by an authorised referee. Examples of acceptable authorised referees include: chairperson, Secretary or CEO of an incorporated indigenous organisation; school principal; minister of religion; treating health professional or manager Aboriginal medical service; other government employee of at least five years.

When the name shown on the documents differs from the person’s current name, the person is to provide sufficient evidence of their name change (e.g. certified copy of marriage certificate).

If a document is not in English, an English translation from a translator approved by the National Accreditation Authority for Translators and Interpreters (NAATI) is required.

When these documents are requested for criminal history checking purposes, an additional copy is to be forwarded with the criminal history check application.

### 13.4 Employment screening

Appointment approval and offers of employment must not be made until the appropriate employment screening checks are completed. New staff must not commence employment until all clearances have been received.

Once identified by the panel, preferred candidates should be contacted to initiate required employment screening processes to allow for clearances prior to delegate approval.

The panel chairperson/hiring manager is responsible for requesting, and where required, undertaking these checks.

Depending on the role being recruited to, applicants are required to be subject to the following employment screening:

- general criminal history check (mandatory for all roles, except where an aged care check or corrective services check is conducted)
- internet search (mandatory for all medical practitioners, including those medical officers employed via recruitment agencies, as contractors or as locums)
- aged care criminal history check
• aged care key personnel check
• Corrective Services criminal history check
• working with children check (blue card)
• professional registration/membership/qualification check
• radiation licencing safety check
• biosecurity fit and proper person check
• security background check
• citizenship and visa check
• vaccination check
• serious disciplinary history.

Employment screening checks are only to be conducted on the preferred candidate.

Refer to the Employment screening HR Policy B40 and Citizenship, Residency and Visas and Immigration HR Policy B46.

13.5 Pre-employment structured clinical interview (PESCI) for international medical graduates (IMGs)

A PESCI is one of the assessments of qualifications and skills which an IMG is required to undergo as part of the nationally consistent assessment process. A PESCI is required for all IMGs on the standard pathway to general registration who are applying for Principal House Officer (PHO) positions in the following specialities:

• Anaesthetics
• Obstetrics and Gynaecology
• General medicine
• Emergency medicine
• Mental health
• Intensive care
• Paediatrics
• General surgery
• Orthopaedics.

Offers of employment can be made subject to the completion of a PESCI with a ‘suitable for employment’ outcome.


13.6 Curriculum vitae (CV)/resume

At the time of appointment, all new or renewing registered health professionals employed by Queensland Health will be required to provide their CV/resume with certification by the health professional that the content is true and correct. Where relevant, the CV/resume must be consistent with that provided for registration/professional membership purposes.

All applicants who apply for advertised vacancies via the Smart Jobs and Careers website are required to declare their CV/resume is true and correct at the time their application is lodged.

When a health professional or other person is employed by any other means, it is the responsibility of the appropriate delegate to ensure the CV/resume certification requirement is met.
13.7 Vaccine preventable diseases (VPD)

This section applies to workers (refer definitions).

Contractors, volunteers and students engaged by HHS’s are subject to the same requirements set out in this section as per the Health Service Directive and Protocol for VPD screening for contractors, students and volunteers.

On and from 1 July 2016, applicants seeking to be engaged for or on behalf of Queensland Health must provide documentary evidence to verify that they are either vaccinated against or that they are not susceptible to any of the VPDs listed in Table 1 prior to an offer of engagement.

Hepatitis B vaccination or proof that an individual is not susceptible to hepatitis B is a condition of employment for all Queensland Health employees (existing and new) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.

Employees engaged prior to 1 July 2016 are not subject to the new conditions of employment unless they apply for a role with VPD requirements in another Queensland Health entity. A Queensland Health entity includes HHSs and the Department of Health.

Table 1: VPDs for which pre-engagement vaccination evidence is required

<table>
<thead>
<tr>
<th>Risk criteria</th>
<th>Vaccine preventable diseases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roles that have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps</td>
<td>Hepatitis B</td>
</tr>
</tbody>
</table>
| Roles that have contact that would allow acquisition and/or transmission of measles, mumps, rubella, varicella or pertussis. This applies to roles in which:  
  • work requires face to face contact with patients, or  
  • normal work location is in a clinical area such as a ward, emergency department or outpatient clinic, or  
  • work frequently requires them to attend clinical areas. | Measles, mumps, rubella (MMR)  
  Varicella (chicken pox)  
  Pertussis (whooping cough) |

In addition to the VPDs listed in Table 1, the Director-General (or delegate) or a Health Service Chief Executive, may require applicants seeking to be engaged for or on behalf of Queensland Health to provide documentary evidence to verify that they are either vaccinated against or not susceptible to the VPDs listed in Table 2. The rationale and decision to mandate applicants to provide documentary evidence that they are either vaccinated against or that they are not susceptible to these VPDs must be clearly documented.

Table 2: Additional VPDs for which pre-engagement evidence may be required

<table>
<thead>
<tr>
<th>Risk criteria</th>
<th>Vaccine preventable diseases</th>
</tr>
</thead>
</table>
| Roles that involve any of the following:  
  • work in remote Indigenous communities or with Aboriginal or Torres Strait Islander children  
  • work in early childhood education and care  
  • work as plumbers or in regular contact with untreated sewage | Hepatitis A                                           |
• work caring for persons with developmental disabilities

Roles that may be at high risk of exposure to drug-resistant cases of tuberculosis | Tuberculosis

Roles that are assigned to the outer Torres Strait Islands for a total of 30 days or more during the wet season | Japanese encephalitis

Workers will be required to maintain their vaccination status as per Tables 3 and 4.

Table 3 Minimum required dosages for vaccines

<table>
<thead>
<tr>
<th>Vaccine preventable diseases</th>
<th>Pre offer of engagement</th>
<th>Continuing engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles, mumps, rubella (MMR)</td>
<td>Minimum one dose</td>
<td>Second dose must be administered within three months of commencement</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td>Minimum one dose</td>
<td>Second dose (if required) must be administered within three months of commencement</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Minimum two doses</td>
<td>Third dose must be administered within six months of commencement</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>One dose</td>
<td>One dose every ten years</td>
</tr>
</tbody>
</table>

Table 4 Required dosages for additional VPD's

<table>
<thead>
<tr>
<th>Vaccine preventable diseases</th>
<th>Pre offer of engagement</th>
<th>Continuing engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A (where relevant)</td>
<td>Dosages to be determined in accordance with the recommendations in <em>The Australian Immunisation Handbook</em> as updated from time to time and in consultation with the office of the Communicable Diseases Branch.</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis (where relevant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese encephalitis (where relevant)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all required VPDs, documentary evidence of vaccination and ongoing vaccination must be submitted to the line manager in a timely manner as a condition of continued engagement. The documentary evidence must be in an acceptable form determined by the employer. Guidance on acceptable forms of evidence is provided in the Vaccine preventable diseases evidence requirements guide.

All vaccinations required as per this section must be documented in the:

• letter of offer
• contract of employment
• position role description
• standing offer arrangements or contract terms and conditions
• student deed
• volunteer agreement
• any other relevant engagement documentation.
There are some circumstances when the most meritorious candidate for a position cannot be safely vaccinated in order to satisfy the VPD requirements for their position due to:

- a medical condition
- a pregnancy
- shortage of vaccinations.

In these circumstances, a risk assessment must be completed by local experts (e.g. Infectious Diseases Physician, Infection Control Unit, Workplace Health and Safety) to determine the level of risk of the worker contracting/transmitting VPDs in their role. In the event that there is a medium/high risk, the worker should be temporarily deployed to a position of lower risk.

If the worker is temporarily deployed to another role, they should be transferred into the initial role once they are able to satisfy the requirements of the role they were appointed to.

When offering a position to a candidate in this circumstance, the relevant engagement documentation must clearly state that ongoing engagement is subject to the person satisfying the VPD requirement. A HHS’s ability to accommodate a worker in this manner would be subject to the availability of alternative roles.

In circumstances where the delay in the commencement of a worker would directly impact on clinical care and/or services, the Director-General (or delegate) or a Health Service Chief Executive may temporarily exempt a position from the requirements of this section of the policy. The letter of engagement for the worker must specify the period of exemption, and require the worker to provide documentary evidence to verify that they are either vaccinated against or not susceptible to the relevant VPDs prior to the end of the exemption period as a condition for ongoing engagement. All exemptions must be reported to the Director-General in the VPD exemption report template.

13.8 Employment of school-aged or young children

Employers must not require or permit a school-aged or young child to perform work unless the employer has:

- a parent's consent form for the school-aged or young child
  or
- if the child is a school-aged child and does not have a parent's consent form, a special circumstances certificate authorising the school-aged child to perform work when the school-aged child is not required to attend school.

Refer to section 10 of the Child Employment Act 2006 for further information.

Part VI – Appointment

14 Appointment

Consecutive non-entry level temporary appointments are not to exceed 12 months unless the role has been externally advertised.

14.1 Verbal appointment notification

Until the appropriate delegate approves the panel recommendation and pre-employment checks are completed, no offer can be made to any applicant. After the appropriate delegate has approved the panel’s recommendation, the chair or representative can liaise with the recommended applicant to advise that the appropriate delegate has approved the selection and that they are the preferred applicant.
It is important that no verbal offers or firm undertakings in relation to conditions of employment are made before appropriate delegate approval and pre-employment checks are completed as these may be construed as formal offers and, if accepted, may be binding on Queensland Health.

14.2 Other notifications

After shortlisting, the panel may advise non-shortlisted candidates via e-mail that they were unsuccessful and that their application is no longer being considered.

Applicants who progressed past the shortlisting stage must first be verbally advised that they were unsuccessful prior to any written notification, and prior to all unsuccessful applicants receiving formal written notification at the conclusion of the process.

When applicable, an appeal period of 21 days commences from the date that the appointment is published in the relevant publication. Eligible unsuccessful applicants are to have an opportunity to appeal the appointment. The selection process is not complete until the appeal period and any subsequent appeal processes are concluded.

All senior executive and senior officer appointments from an advertised vacancy and all appealable non entry-level appointments must be published in the Health Services Bulletin (all QH /HHS roles), or the Queensland Government Gazette (public service roles only) when applicable. Refer to the PSC Directive – 02/14 Appeals and your local recruitment services unit for further information.

14.3 Appointment offer

All new employees must accept an offer of appointment prior to commencing duty.

Existing employees must accept an offer of appointment for permanent appointments; however, an employee movement form is deemed the offer and acceptance for a temporary engagement or secondment.

Preferred applicants will have seven calendar days from the date of receiving the offer to accept.

Queensland Health standard appointment letters, including relevant terms and conditions of employment, must be used for all offers of employment across all streams of employment within Queensland Health. Local additional information regarding the specific occupation and the work unit may be included in the offer of appointment package. Appointment letters must also state the appropriate pay rate according to award conditions, the delegate approved paypoint recommendation (refer section 12.2 of this policy) and where relevant include details of the probationary period.

Where probation is for a period longer than three months, it is essential the applicant’s formal acceptance is received prior to their commencement.

Acceptance of offer does not apply to casual or secondment engagements.

14.4 Work location

Although appointment to Queensland Health is to a particular location, staff may be required to work at an alternative location. Staff are to be consulted with respect to any change to their work location. Appointments may be made to HHSs or the Department of Health but the employee is to be advised at which principal facility or work unit they will be based or located. If a staff member does not agree to the change in work location, they are entitled to lodge a grievance according to the relevant HR policy.
Part VIII – Post appointment

15 Post appointment

15.1 Selection feedback

Applicants must be advised that they can request feedback from a panel member. Factual, constructive and sensitive feedback must be provided in a timely manner to any applicant who seeks feedback.

Information such as the identity of other applicants and personal information is not to be disclosed by the panel.

15.2 Documentation and confidentiality

All documentation relating to recruitment and selection exercises is to be held by the local recruitment services unit. Selection, appointment and commencement documents are to be maintained in strict confidence and security for the periods under the Queensland State Archives general retention and disposal schedule for administrative records for roles at senior officer level and below. In the case of senior executive officers, selection documents are kept indefinitely.

For audit and reporting purposes, these records are to be retained for at least three years. In relation to exemptions from advertising, the record is also to include the detriment to business outcomes or unfair treatment that formed the basis for the decision to exempt the vacancy from advertising.

Definitions:

<table>
<thead>
<tr>
<th>Agency</th>
<th>A department or public service office as defined in the Public Service Act 2008.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified documents</td>
<td>Documents certified to be true copies of the original by a justice of the peace, commissioner of declarations, barrister or solicitor or notary public.</td>
</tr>
<tr>
<td>Curriculum vitae (CV)/resume</td>
<td>A summary of skills, experience and education provided by the applicant.</td>
</tr>
</tbody>
</table>
| Department of Health (the Department) | The Department of Health includes:  
• Clinical Excellence Division  
• Corporate Services Division  
• Healthcare Purchasing and System Performance Division  
• Strategy, Policy and Planning Division  
• Chief Health Officer and Prevention Division  
• Office of the Director-General  
• Health Support Queensland  
• eHealth Queensland  
• any successor agency of those listed above however so named. |
| Deployee | An employee requiring placement who has been appointed at level into a public sector vacancy, either within Queensland Health, or to another department or agency. |
| Direct appointments | Refer to section 5 of this policy. |
| Employee requiring placement | Employees requiring placement are those whose substantive employment position has become surplus or redundant due to organisational change. |
| Entry-level roles (also known as base grade level positions) | Roles defined as:  
• Operational officer OO1 - OO3 (trade equivalent non-supervisory positions)  
• Administration officer AO1 - AO2  
• Technical officer TO1 - TO2 |
- Professional officer PO1 - PO2
- Dental officer DO1
- Nursing officer NO1, grade 1 (AIN), grade 2 (undergraduate students in midwifery/nursing), grade 3 (EN), grade 5 (RN/midwife)
- Medical intern level 1
- Health building and engineering apprentice HBEA 10 – 12

Note: There are no entry-level roles for Health Practitioners.

<table>
<thead>
<tr>
<th>Externally advertised</th>
<th>Advertised (as a minimum) on the Smart Jobs and Careers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identical or similar role</td>
<td>A role which shares the same title, remuneration, classification level and role description as another role.</td>
</tr>
<tr>
<td>Identified role</td>
<td>A position in relation to which it is lawful to discriminate in favour of a person possessing one or more of the attributes set out in s. 7 of the Anti-Discrimination Act 1991, e.g. gender, race, age, impairment, sexuality, religious belief or religious activity, for any of the purpose contained in section 25 of that Act.</td>
</tr>
<tr>
<td>Job evaluation methodology system (JEMS)</td>
<td>The framework adopted across Queensland Health to assess and establish the relative work value of roles. JEMS forms the basis on which the classification and remuneration levels of roles are determined.</td>
</tr>
<tr>
<td>Key attributes</td>
<td>The description of the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities against which applicants will be assessed (previously known as assessment criteria or key skill requirements).</td>
</tr>
<tr>
<td>Merit</td>
<td>The extent to which the person has abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the carrying out of the duties in question including if relevant: the way in which the person carried out any previous employment or occupational duties the extent to which the person has potential for development</td>
</tr>
<tr>
<td>Moderation</td>
<td>A quality review and assurance process which supports the assessment decisions during the selection process. This is a measure to ensure consistency and reliability in the assessment of applicants.</td>
</tr>
<tr>
<td>One up rule</td>
<td>If the normal delegate for a recruitment process wishes to be on the selection panel, the delegate required to approve the appointment will be the next highest delegate.</td>
</tr>
<tr>
<td>Open merit</td>
<td>A merit based selection process whereby the applicant pool is not restricted. This is achieved through advertising a position internally (entry-level) and externally (non-entry-level) to Queensland Health. Open merit is to include an assessment of merit, and advertising in the open market.</td>
</tr>
<tr>
<td>Order of merit</td>
<td>The panel may create an order of merit of the applicants who meet the key attributes, and are considered suitable for appointment.</td>
</tr>
<tr>
<td>Promotion</td>
<td>Employment of a public service officer at a higher level other than temporarily (as per schedule 4 of the Public Service Act 2008).</td>
</tr>
<tr>
<td>Reasonable adjustment</td>
<td>The requirement of making adjustments to a job or workplace to allow a person with a disability or impairment to use their skills effectively. Adjustments can range from modifications to work design, alterations to facilities or equipment, etc.</td>
</tr>
<tr>
<td>Recruitment</td>
<td>The process of seeking and attracting a pool of applicants from which the best candidate for job vacancies can be selected.</td>
</tr>
<tr>
<td>Recurring vacancy</td>
<td>A vacancy at or below the level of senior officer or equivalent and can be filled from the applicant pool for the same or identical role.</td>
</tr>
<tr>
<td>Referee checks</td>
<td>Provides a means of obtaining further information about an applicant from present or past supervisors or other people with a direct personal knowledge of...</td>
</tr>
<tr>
<td>Role description</td>
<td>Provides applicants with sufficient information to inform them of the requirements of the role and the basis for assessment of merit.</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Role evaluation</td>
<td>The process of assessing the relative work value of a position.</td>
</tr>
<tr>
<td>Secondment</td>
<td>The temporary engagement of a permanent employee, either at their substantive classification level or at a higher classification level within or external to Queensland Health. Secondments are a developmental opportunity for an employee, for periods of up to 12 months and may or may not be subject to a merit process.</td>
</tr>
<tr>
<td>Selection</td>
<td>The process of choosing the most meritorious applicant based on assessment.</td>
</tr>
<tr>
<td>Staff interchange</td>
<td>Staff interchange and work arrangements exist between Queensland Government departments/agencies and Federal Government/local authorities where employees in one sector may be engaged on temporary assignments in another sector. The objective is to promote sharing of knowledge and business practices and processes across the public sectors and encourages the professional and personal development of employees.</td>
</tr>
<tr>
<td>Suitability assessment</td>
<td>An assessment to be undertaken in accordance with the requirements for assessing suitability listed in PSC Directive 17/16 – Supporting employees affected by workplace change.</td>
</tr>
<tr>
<td>Vacancy</td>
<td>A position in which no employee is currently appointed.</td>
</tr>
<tr>
<td>Voluntary early retirement (VER)</td>
<td>A situation where an employee accepts an early retirement package in exchange for voluntarily terminating their employment.</td>
</tr>
<tr>
<td>Voluntary redundancy</td>
<td>The situation where a position or function becomes redundant as a result of workplace change and this leads to a decision by the chief executive to terminate the employee’s employment.</td>
</tr>
<tr>
<td>Workers</td>
<td>Includes Queensland Health employees (engaged on a permanent, temporary or casual basis), contractors, labour hire, agency staff, service providers, students, work experience placements, locums, visiting medical officers and volunteers.</td>
</tr>
</tbody>
</table>

### History:

<table>
<thead>
<tr>
<th>January 2017</th>
<th>Policy amended to remove reference to Attachment Two in section 10.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2016</td>
<td>Policy:</td>
</tr>
<tr>
<td></td>
<td>- formatted as part of the HR Policy review</td>
</tr>
<tr>
<td></td>
<td>- amended to update references and naming conventions</td>
</tr>
<tr>
<td></td>
<td>- updated and clarified the employees affected by workplace change requirements</td>
</tr>
<tr>
<td></td>
<td>- amended proof of identity requirements</td>
</tr>
<tr>
<td></td>
<td>- clarified employment screening requirements i.e. general criminal history check and internet search</td>
</tr>
<tr>
<td></td>
<td>- clarified processes for advising unsuccessful applicants.</td>
</tr>
<tr>
<td>July 2016</td>
<td>Policy:</td>
</tr>
<tr>
<td></td>
<td>- formatted as part of the HR Policy review</td>
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<tr>
<td></td>
<td>- amended to update references and naming conventions</td>
</tr>
<tr>
<td></td>
<td>- amended to include health professional memberships</td>
</tr>
<tr>
<td></td>
<td>- update requirements for evidence and verification of identity and qualifications</td>
</tr>
<tr>
<td></td>
<td>- amended to include Vaccine Preventable Diseases in section 13.7</td>
</tr>
<tr>
<td>June 2014</td>
<td>Policy formatted as part of the HR Policy Simplification project.</td>
</tr>
<tr>
<td></td>
<td>Policy amended to:</td>
</tr>
<tr>
<td></td>
<td>- include sections on targeted advertising, specified advertising and direct</td>
</tr>
</tbody>
</table>
appointment that were removed from superseded Directive 01/10 – Recruitment and Selection
- incorporate Identified (Lawful Discrimination) Positions HR Policy B58 into section 2.1.1 and Schedule One
- incorporate Transfers in Queensland Health HR Policy B41 into section 6.1
- summarise secondment information in section 6.2
- incorporate Staff Interchange HR Policy G7 in section 6.3
- update advertising requirements in section 7.1 and 15.2
- update requirements for exemption for advertising in section 7.2
- summarise qualitative and quantitative methods of assessment in section 10.3
- add Voluntary Redundancy status checks to section 14.3
- add pre-existing injury/illness disclosure requirement to section 14.6
- summarise citizenship/visa requirements checks in section 14.4
- update references, naming conventions and definitions section.

For history prior to February 2014, refer to the December 2012 version of this policy.

Previous

- IRM 1.13-1 Recruitment and Selection – Policy Framework
- IRM 1.13-2 Recruitment and Selection – Merit
- IRM 1.13-3 Recruitment and Selection – Job Descriptions
- IRM 1.13-4 Recruitment and Selection – Advertising Vacancies
- IRM 1.13-5 Recruitment and Selection – Selection Methodology
- IRM 1.13-6 Recruitment and Selection – Appointment Processes
- IRM 1.13-7 Recruitment to Base-Grade Level Positions
- IRM 1.13-8 Recruitment and Selection – Time to Fill
- IRM 1.13-13 Streamlined Expression of Interest Process for Engagements or Appointments up to 12 Months
- Circular ER 11/04 Recruitment and Selection – Advertising of Positions
- Transfers in Queensland Health HR Policy B41 (QH-POL-246)
- Identified (Lawful Discrimination) Positions HR Policy B58 (QH-POL-151)
- Staff Interchange HR Policy G7 (QH-POL-234)
Attachment One - Identified (lawful discrimination) roles

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and schedule and ensure employee entitlements continue to be met.

1. Identified role requirements and processes

Appointments to identified roles within Queensland Health are to be in accordance with the recruitment and selection requirements contained in PSC Directive 15/13 - Recruitment and Selection, and this policy. Additional requirements include:

1.1 Identifying the role

An application for an identified position is to be submitted via the identified role template to the appropriate delegate with a copy of the draft role description.

There is to be sound justification for designating an identified role. The particular attribute required (as listed in section 7 of the Anti-Discrimination Act 1991 (the Act)) is to be identified and supported by documentary evidence or information insisting on the possession of a particular attribute.

An identified role can be justified on the basis of a combination of factors.

1.2 Advertising

An advertising strategy is to be developed to attract a suitable pool of applicants who possess the required attribute/s applicable to the identified role.

As a minimum, identified vacancies filled via open merit selection are to be advertised on the Smart Jobs and Careers website. Any advertisement for an identified role is to state the vacancy is an identified role and the mandatory attribute/s required for appointment.

Consideration is to be given to advertising through media and networks likely to attract applicants with the required attribute/s.

The advertisement is to make potential applicants aware of the following:

- the role is identified
- the attributes for identifying the role
- the relevant subsection/s of section 25, 104 or 105 of the Act that are relied upon as the basis for lawful discrimination
- the justification for identifying the role
- how the possession of the identified role’s attribute will be confirmed.

An example of a suitable statement for an identified role under a genuine occupational requirement could be:

Under section 25 of Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be indigenous to the Torres Strait Islander community.
1.3 Selection methodology

The selection process is to be based on a fair and transparent assessment of the applicants’ knowledge, skills, abilities, qualifications, aptitude, experience and personal qualities against the requirements of the position. Selection tools are to be clearly relevant to the responsibilities and requirements of the role.

At least one member of the panel is to possess the attribute that is the basis for the identified role.

1.4 Assessing attributes

Verification that an applicant has the relevant attribute is not necessary when it is evident to the panel. The attribute of race, or cultural background, can be assessed by a reference from an elder or recognised leader from that background if required.

The preferred applicant is to possess the attribute in order to be recommended for appointment to an identified role. The attribute is to be assessed during the selection process in a similar way to any mandatory qualification.

For further information refer to the PSC Guideline: 2/13 Evidence of attribute – Aboriginal and/or Torres Strait Islander identified roles.

1.5 Backfilling/temporary replacement

When the incumbent of an identified role needs to be backfilled for a period of leave or short-term secondment, it may be reasonable in exceptional circumstances to employ a person who does not possess the relevant attribute if:

- it assists the continuity of a critical program or activity which could not otherwise be continued if the position was not filled
- the duration of the backfilling/temporary replacement does not exceed three months
- the person who does not possess the attribute does not perform 100% of the duties of the position
- a person with the relevant attribute is not available when filling the vacancy.

1.6 Delegate approval and reporting

If required, the appropriate delegate can seek further advice from their local HR/People and Culture unit, Legal Unit, or the Anti-Discrimination Commission of Queensland on the grounds for designating a role as identified (the Commission’s advice is not binding in the case of a complaint to the Anti-Discrimination Tribunal).

Under section 113 of the Act, Queensland Health can formally request the Anti-Discrimination Tribunal of Queensland to grant an exemption from relevant sections of the Act. This means the Commission is not to accept a complaint of unlawful discrimination that is within the scope of an exemption granted by the Tribunal. This exemption can apply for a maximum of five years.

Alternatively, under section 228 of the Act, Queensland Health can formally request the Anti-Discrimination Commission of Queensland seek an opinion from the Anti-Discrimination Tribunal, as to whether or not the exemptions contained in sections 25, 104 or 105 of the Act are to apply. This means the Commission is not to accept a complaint of unlawful discrimination against Queensland Health if they have acted within the scope of the Tribunal’s findings.
If a role or group of roles with the same role description is approved by the appropriate delegate to be designated as identified, a record is to be kept for reference in the case of future vacancies. The approval for a role or group of roles to be designated as identified remains current until the role description is reviewed.

Each financial year, Queensland Health is to keep a record of the number, type and classification level of roles approved as identified in accordance with this policy. These records are to be retained until the role is reviewed.

1.7 Appeals and grievance process

A promotion appeal may be lodged with the PSC in relation to recruitment and selection processes as specified in accordance with part 1 of PSC Directive 02/14 – Appeals.

Each financial year Queensland Health is to keep a record of the number, type and classification level of identified roles that are appealed in accordance with the above PSC directive. These records are to be retained for 12 months from the date the appeal is lodged.

During the selection process, and under section 7 of the Act, an applicant may be able to raise the inclusion of an attribute of an identified role with the Anti-Discrimination Commission of Queensland. Conditions under which complaints are heard and the process to follow are outlined in the Act. The Anti-Discrimination Commission of Queensland can provide advice to Queensland Health employees about their complaint rights and processes.