

Merit Instruction 11b

Pools for Public Sector Act and Section 101B Education Act vacancies

The Public Sector Act 2009 and its Regulations 2010 enables a public sector agency to establish a pool of applicants from which further selections may be made to engage employees to perform duties of a particular class.

Pools are commonly used where there are a number of similar roles of a particular classification within a unit where there is a regular turnover of staff and where immediate and future short term vacancies exist for specified types of duties. It enables an easier and more efficient process for recruitment of applicants throughout the year to short-term vacancies.

Pools operate for a maximum of twelve (12) months and if there is a need for a further pool, it must be re-advertised and existing persons within the pool will need to reapply.

As a pool is only used for short term vacancies there is no internal review process for Section 101B vacancies. For PS Act vacancies, existing public service employees have the right to apply for an internal review.

Short-term corporate and regional vacancies of up to and including 6 months or two terms

- The pool may be restricted to within a region or from a wider pool.
- Applicant's eligibility will be dependent on the type and length of vacancy.
- Applicants for Section 101B positions do not need to be currently employed by DECD to register interest to be included in a pool. Such applicants however must meet DECD minimum employment requirements relevant to the position before taking up any appointment.
- Completed registration forms or written applications (generally not exceeding 500 words) plus a modified CV can be submitted at any time during the 12 month period that the pool is active.
- Applicants to receive notification that their registration/application has been received.
- Applicants are responsible for updating information should their details change.
- For each short-term vacancy that arises, approval to fill must be sought from the appropriate delegate and via the approved processes to fill a vacancy which exists at the time.
- For each short-term vacancy that arises, a selection panel, comprising of at least two employees will be convened consisting of a Chairperson and a staff representative. Gender representation is recommended but not mandatory.
- Prior to each vacancy being assessed against the pool any applications received since initial short-listing are required to be assessed for suitability, via a merit process, for inclusion in the pool.
- The panel is required to meet to set the criteria and consult with the pool to short-list applicants with relevant background and matching skills, abilities, experience and knowledge.
- The principle of merit must apply to appointments made from the pool.
- The panel may conduct an interview if required and a referee check is mandatory for the successful applicant.
- The Chair must complete a panel report for approval by the appropriate delegate.

Ethical Conduct Unit

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