

Merit Instruction 1b

Identifying, establishing and defining a vacancy – Public Sector Act vacancies and non-school-based seconded teacher and Section 101B vacancies under the Education Act

Establishing a vacancy

Identification of vacancies

Vacancies are identified by the manager of a business unit.

Seconded teacher and Section 101B appointments under the *Education Act 1972 (SA)* are identified by the relevant Director.

Managers must contact the relevant Corporate HR consultant to ensure that they are familiar with the procedural requirements.

Approval to fill a vacancy

Approval for the establishment or filling of a vacancy must be sought and obtained from the appropriate delegate prior to the advertisement of the vacancy. Advice may be obtained from Corporate HR.

Approval to create or advertise vacancies must be provided by the Deputy Chief Executive.

Approval to advertise or create Section 101B vacancies at classification level PC05 equivalent, or higher, must be provided by Chief Executive.

Advertising a vacancy

The method of advertising a vacancy will depend on the duration and status (e.g. part-time or full-time, ongoing or term/temporary) of the vacancy and the relevant employment legislation.

The rights of employees holding substantive appointments who require placement must be considered prior to advertising any short-term or long-term vacancy. Advice must be obtained from Corporate HR.

Defining a vacancy

Vacancy descriptions

An important element in attracting a wide range of suitable applicants is ensuring that the requirements and expected outcomes of the vacancy are clearly defined and realistic.

All vacancy descriptions must include the following:

- Role description: a clear, succinct and explicit description of the position/role/duties including priorities and expected outcomes.
- Context statement: a brief description of the context of the vacancy, the function of the unit/site in which it is located, and any other information relevant to the vacancy.
- The classification of the vacancy, including salary and superannuation details.
- Eligibility requirements.

- Status (e.g. part-time or full time, ongoing or term/temporary) and location.
- Reporting/working relationships.
- Any special conditions.
- The essential skills, experience and knowledge required to achieve the outcomes of the vacancy role/duties.
- Any essential qualifications.

Vacancy descriptions and essential minimum requirements for all vacancies are prepared by the relevant manager. Essential minimum requirements should generally be limited to a maximum of six, excluding essential qualifications.

A maximum of two desirable requirements may be listed. Desirable requirements may only be used as a final determinant in distinguishing between applicants who have otherwise met all the essential criteria to an equivalent degree.

Educational, trade or professional qualifications or licensing requirements

Educational, trade or professional qualifications or licensing requirements should only be included if these are required by legislation or an industrial instrument. The focus should be on developing selection criteria based on the capabilities (e.g. knowledge, skills and abilities) needed for the vacancy. This approach will assist in ensuring that prospective applicants are not unfairly excluded. A list of those Public Sector Act roles for which certain qualifications may be included as essential requirements is available through the appropriate HR consultant.

If deemed necessary, relevant qualifications may be included in the vacancy description as 'desirable'. 'Desirable qualifications' are to be used only as a final determinant to distinguish between applicants who have otherwise met all the essential criteria to an equivalent degree.

Seconded teacher vacancies

In the case of seconded teacher vacancies, no qualifications other than those required to register as a teacher and enable an applicant to meet DECD's minimum employment requirements, should be included as essential minimum requirements.

Requirements for Principals and Preschool Directors

Site leaders in DECD are required to have specific capabilities that enable them to provide effective leadership. Accordingly, vacancy descriptions for all site leadership vacancies should contain standard essential minimum requirements and a generic vacancy description.

Occupational Health, Safety and Welfare requirements

All vacancies have a mandatory requirement for an appropriate level of OHS&W knowledge, which must be included in the vacancy description. Panels are required to establish the capabilities of preferred applicants in this area.

Ethical Conduct Unit

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