Policy and Procedure Register updates – Summary of changes to Recruitment and Selection Procedure

Reason for new/updated policy or procedure (select all that apply)
☐ Change to legislation/delegations   ☐ Audit/review recommendation   ☐ Due for review
☐ Change of policy/procedure requirements   ☒ Other

This procedure was created in response to the governance and integrity reforms outlined in mid-2020 by the Director-General. The purpose is to ensure our systems, strategies and standards work together, empowering and supporting the department's people to confidently make decisions aligned to our values and principles.

Although there are no changes to the recruitment and selection processes currently undertaken in the department, formalising this procedure reduces the departments risk of employees not understanding their obligations under the PS Act 2008 and the Recruitment and Selection directive (12/20).

Summary of changes

This is a new procedure and includes:

- The roles and responsibilities of:
    - Candidates
    - Panel chairs (hiring manager)
    - Panel members (including independent panel members)
    - Decision makers (HR Delegate)
    - HR Branch
- The process outlines:
    - Identifying a vacancy to be filled through a recruitment and selection process.
    - Identifying a recruitment strategy
    - Undertaking a selection process – including conflicts of interest
    - Conducting pre-employment checks
    - Making a recommendation for appointment
    - Appointment and gazetting an appointment from a recruitment and selection process
    - Appeals
- Extensive definitions to support the procedure
- Legislation and other resources listed to support the procedure

Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*?   ☐ Yes   ☒ No

If yes, select the type of change (select all that apply):
☐ Revised responsibilities   ☐ New/additional responsibilities   ☐ Removed responsibilities

Communication and support for implementation

This new procedure will be communicated through:

- Published on Policy and Procedure Register
- Link provided on Recruitment Services One Portal Page

- Link provided on the Recruitment and Selection Resource
- Link Distributed to HR Network
- Link Distributed via:
- State schools update
- SBMAQ
- Directory-General's message

For further assistance, please contact:

For all recruitment related enquiries contact Human Resources:

Non-teacher recruitment
Email: recruitment.HR@qed.qld.gov.au

Classified teacher recruitment
Email: recruitmentteaching@qed.qld.gov.au

Teacher recruitment
Email: TeacherRecruit.HR@qed.qld.gov.au

Executive Recruitment (SES profile and s122 fixed-term contract)
Email: executiveperformance@qed.qld.gov.au

Role descriptions
Email: RoleDescriptions.HUMANRES@qed.qld.gov.au