

Interim VPS Recruitment Policy

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Section 1 – Introduction and Purpose

1. In December 2024, the Victorian Government released its [Economic Growth Statement](#), announcing that it will “open up access to jobs in the Victorian Public Service (VPS)”.
 - a. This announcement was made to “encourage greater movement of people and ideas between the public service and business, by removing existing barriers that stop VPS jobs being advertised externally.”
2. The Interim Recruitment Policy (Interim Policy) supports the implementation of this announcement by describing what steps VPS employers can or must take in the following circumstances:

Clause (s)	Key Feature
5	Temporary acting opportunities up to 6 months
9	Advertising on Careers Vic
10	Options if a successful candidate resigns within 3 months
11	Direct appointments
15	Prioritisation of redeployees

3. This Interim Policy will be subject to further review.

Section 2 – Policy Outline and Principles

2.1 Scope and application

4. If an employer chooses to advertise a role externally to their entity, it must be advertised on Careers Vic as a minimum. Other relevant job boards, at the discretion of the employer, may also be used to attract the widest possible field of candidates. This includes the following roles and terms:
 - a. Senior Executive Service
 - b. Ongoing
 - c. Fixed-term (including short-term roles, noting the exception in paragraph 5)
 - d. Casual
 - e. Seasonal
5. Advertising is not mandatory for temporary acting opportunities up to six (6) months' duration if it is likely that a current VPS employee could be identified as suitable for the role. A temporary acting opportunity is a role temporarily vacated by an employee (e.g., by taking leave or going on secondment) or a vacant role for which a substantive recruitment process is underway. Temporary acting opportunities longer than six (6) months must be advertised in accordance with this interim policy.
6. The recruitment processes and advertising requirements outlined in this interim policy apply to employers that employ people under Part 3 of the *Public Administration Act 2004* (Vic), and to the employees employed under that Part. The Interim Recruitment Policy includes, but is not limited to:
 - a. VPS departments
 - b. Administrative Offices
 - c. Victoria Police (VPS employees)
 - d. the Victorian Public Sector Commission (VPSC).

7. This policy does not apply in circumstances of restructures, the prioritisation of work or changes to the size or composition of a workforce. In these cases, and in accordance with applicable enterprise arrangements, internal job matching and EOI merit processes can be utilised for the affected employee group and advertising of roles will not be required. If, at the conclusion of these processes, there are vacant positions that could not be filled by affected employees, those jobs must be advertised in accordance with this interim policy.
8. Employers must have recruitment processes that are consistent with the [public sector employment principles and standards](#).

2.2 Advertising

9. If an employer chooses to advertise a role externally to their entity, it must be advertised on Careers Vic as a minimum. The objective is to promote diversity in the VPS and encourage greater movement of people and ideas between the public service and other sectors.
10. If a successful candidate resigns from a position within three (3) months of the role being advertised, hiring managers are permitted to fill the vacancy with the next most suitable candidate. Hiring managers are permitted to fill a new vacancy with a candidate deemed suitable in a previous recruitment process if all the following criteria are met:
 - a. the hiring manager selects a candidate no later than three (3) months after the conclusion of the previous recruitment process
 - b. both the vacant role and the previously advertised role are at the same VPS classification level
 - c. the employment category of the new vacancy must match (or be no more beneficial) than the previously advertised role. For example, if the previous vacancy was fixed-term, the new vacancy must be fixed-term. If the previous vacancy was ongoing, the new vacancy can be ongoing or fixed-term
 - d. filling the vacancy in this manner is consistent with existing departmental policies.

11. Direct appointments of VPS staff are permitted only in limited circumstances including:
 - a. For roles up to three (3) months duration when establishing a new team in times of urgency and when the ongoing composition of the team is still being determined. Roles longer than three (3) months must be advertised in accordance with this interim policy. Once the team composition is determined, all roles must be advertised in accordance with this interim policy.
 - b. Where an employee's fixed-term employment in the same or a substantially similar position exceeds the maximum duration of consecutive contracts, including where the contract provides for renewal more than once (even where the total period is less than two years) and the fixed-term position is converted to an ongoing position in accordance with the Victorian Public Service Enterprise Agreement 2024.
 - c. Where an employer is required to make an offer of conversion from casual to ongoing employment to an eligible casual employee in accordance with the Victorian Public Service Enterprise Agreement 2024.
12. The VPS Employment Programs listed below may be advertised on Careers Vic and other relevant job boards as needed:
 - a. Victorian Government Graduate Programs
 - b. Barring Djinang and other First Peoples internship programs
 - c. Youth Employment Scheme
 - d. Departmental internship programs
 - e. Departmental traineeships
13. If specified in the program guidelines, employers are permitted to directly appoint participants to roles upon completion of the employment program.

2.3 Assessment of candidates

14. All applications must be assessed applying merit selection principles contained in the [employment principles and standards](#).

15. A VPS employee who indicates that they are subject to a change process related to their current employment and that their role has been declared surplus must be given priority access to vacancies that occur within the public service consistent with Schedule A of the *Victorian Public Service Enterprise Agreement 2024*, the Redeployment Common Policy, and the Public Sector Industrial Relations Policies 2015.

Section 3 – Context / Related Policies / Further Notes

16. This interim policy should be read in conjunction with other HR relevant policies, including:
- Common Policies on the *Victorian Public Service Enterprise Agreement 2024*, including the *Review of Actions Common Policy* and the *Employment Categories and Secure Employment Common Policy* as outlined on the Industrial Relations Victoria website.
 - Employment principles in section 8 of the *Public Administration Act 2004* (the Act) and the Employment Standards established and issued under them (section 62).
 - Section 28 of the Act allows for mobility of employees between public service bodies or public entities, on terms and conditions of the employment that are no less favourable overall, and Section 27 of the Act provides for the right of return for Executives.
 - VPS Executive Employment Handbook
 - Application of this interim policy must meet both the mobility and secure employment principles outlined in Part 4, clause 15 and clause 17 of the *Victorian Public Service Enterprise Agreement 2024*.
 - *Equal Opportunity Act 2010* (Vic) - Section 12 on Special Measures.
 - Public Sector Industrial Relations Policies 2015.
17. Other related policies, guidance and legislation include:
- The *Victorian Public Service Enterprise Agreement 2024*.

- Administrative Guidelines for engaging professional services and labour hire.
- *Public Administration Act 2004* (Vic).
- Public Administration (Review of Action) Regulations.

Endorsement

Governance bodies	Date	Version
VPSC Commissioner		Version 2.0
JSE Steering Committee (including CPSU)		Version 1.0
Human Resources Directors Committee		Version 1.0
Public Sector Administration Committee		Version 1.0
VPSC Commissioner		Version 1.0

Document Version

Version	Publish Date	Detail	Author
2.0		Final Version Published	Victorian Public Sector Commission
1.0	24 March 2025	Final Version Published	Victorian Public Sector Commission