

Advertising for Staff

Should no redeployees be considered suitable, the vacancy is advertised as widely as appropriate (ie internal CHSHA Bulletin, on the Government's job website, the local newspaper and/or, or other media)

All vacancy advertisement (text and media to be used) must be approved by the Director.

Central Office vacancies are placed in the *Local and state based papers* and on jobs network websites

Vacancies are also circularised to all residential colleges.

Format of Advertisement

- job title and brief description;
- salary offered under CHSHA Award/Agreement;
- outline of duties and responsibility;
- location of vacancy;
- conditions of employment;
- contact name and telephone number for further information about the position;
- where to lodge application and the closing date/time (NB: a minimum of ten working days is to be provided to allow potential applicant time to apply for a job vacancy);
- clarification of Equal Employment Opportunity status, ie
 - ◊ This position meets Equal Opportunity Act requirements and provisions.
 - ◊ For this position a person's sex is a genuine occupation qualification.

Note: The employment of male/female boarding supervisors to supervise boys/girls respectively is in accordance with the Equal Opportunity Act.

The employment of a husband and wife as supervisors is in accordance with the Act if on-site accommodation is a requirement to provide proper care and supervision, male and female supervisory positions need to be filled at the same time and separate quarters are not available.

Section 27 of the Act deems these and other special circumstances to be genuine occupational qualifications and consistent with the requirements of the Act.