

## **1.1. FILLING VACANCIES**

1. The College Manager completes and forwards an Application to Fill Vacancy form to the Director.
2. The Director refers the approval/non-approval to Human Resources for further action.

### **Transfer**

A vacancy may be filled by means of transferring an employee (of equal level from one residential college to another). A residential college employee prepared to transfer to a vacant position of comparable classification level must express their interest in the position to the respective College Board of Management. If the employee is considered suitable and accepts the conditions of employment offered then the vacancy is filled by transfer. (see also section 4.7)

### **Redeployment**

Prior to advertising a vacant position, the Country High School Hostels Authority has to obtain approval from Public Sector Management via the Recruitment Advertising Management System. All suitable referred redeployees shall be considered for the vacancy before a position can be advertised. (see also section 6.3)

### **Advertising of Vacancy**

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 *The West Australian*, 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 *The West Australian* and on the website [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

Vacancies are also circularised to all residential colleges.

### **Format of Advertisement**

*The West Australian* – In accordance with Government's advertising format.

Local Press - Information provided within a job advertisement includes:

- job title and brief description;
- salary offered under CHSHA Award/Agreement;
- outline of duties and responsibility;
- location of vacancy;
- conditions of employment;