

INTERNAL ONLY
ISLHD BUSINESS RULE
COVER SHEET



Health
Illawarra Shoalhaven
Local Health District

NAME OF DOCUMENT	Strategic Improvement Programs (SIP) Directorate Aboriginal and Torres Strait Islander Peoples Recruitment
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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Strategic Improvement Programs
AUTHOR	Workforce Relations Consultant
KEY TERMS	Recruitment, targeted, Aboriginal and Torres Strait Islander Peoples
FUNCTIONAL GROUP OR HUB	Workforce
NSQHS STANDARD	Standard One
SUMMARY	A Business Rule on the steps to undertake a targeted recruitment action for Aboriginal and Torres Strait Islander applicants when a vacancy occurs within the Strategic Improvement Programs Directorate.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to
Corporate Policies: ISLHD-CorporateGovernance@health.nsw.gov.au

**Strategic Improvement Programs (SIP)
Directorate Aboriginal and Torres Strait Islander
Affirmative Recruitment Guidelines**

ISLHD CORP BR 05

BUSINESS RULE

Name	Strategic Improvement Programs (SIP) Directorate Aboriginal and Torres Strait Islander Peoples Recruitment
What it is	A Business Rule on how to recruit to vacant positions within the SIP Directorate, with a focus on targeted recruitment, meaning applications are limited to Aboriginal and Torres Strait Islander candidates. It applies to Administration Officer positions and all other positions that are classified as Health Service Manager Level 3 and below.
What it is not	This Business Rule does not apply to positions that are classified as Health Service Manager Level 4 or above. The usual method of recruitment and selection will be adhered to in these circumstances. It is also not a replacement of the <i>NSW Health PD2017_040 Recruitment and Selection of Staff to the NSW Health Service</i> .
Who it applies to	All recruiting managers within the SIP Directorate.
What to do	<p>When a vacancy arises, or a new position is approved, the following steps should be followed:</p> <ol style="list-style-type: none">1. The recruiting manager will consider running a targeted recruitment action for Aboriginal and Torres Strait Islanders in accordance with the <i>Government Sector Employment (GSE) Rule 26</i> and <i>NSW Health PD2017_040 Recruitment and Selection of Staff to the NSW Health Service</i>.2. If the recruiting manager decides a standard recruitment action is the most appropriate approach for filling the vacancy that recommendation will need to be provided to their respective Tier 3 manager. The relevant Tier 3 manager has the final approving rights about whether positions are subject to targeted recruitment actions or not. Where a Tier 3 manager is the recruiting manager and they decide a standard recruitment action is the most appropriate approach for filling the vacancy, the recommendation will need to be

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	<p>provided to the Executive Director Strategic Improvement Programs (EDSIP). In those instances the EDSIP will have the final approving rights about whether positions are subject to targeted recruitment actions or not.</p> <p>Where it is determined that a targeted recruitment process should be undertaken the advertisement will need to contain the following wording '<i>applications are limited to Aboriginal and Torres Strait Islanders, who are deemed eligible persons under GSE Rule 26. Successful applicants must demonstrate that they are of Aboriginal or Torres Strait Islander descent</i>'.</p> <p>In the instance where a targeted recruitment is conducted and there are no suitable applicants, the vacancy should be re- advertised as a standard recruitment action.</p> <p>1. Note: There are a variety of ways to increase Aboriginal and Torres Strait Islander employment, with targeted advertising being the most common approach. Another approach is to create the position as an identified position (where Aboriginality is an essential requirement to do the role).</p>
When to use it	When a vacancy arises or a new position is created.
How to use it	Apply to all recruitment processes for HSM3 and below.
Why the rule is necessary	To increase the representation of Aboriginal and Torres Strait Islander employees within ISLHD's workforce.
Who is responsible	All recruiting managers within the SIP Directorate.
Reference	<p><i>Government Sector Employment (General) Rules 2014 – Rule 26</i></p> <p><i>NSW Health PD2017_040 Recruitment and Selection of Staff to the NSW Health Service – Appendix 1.6 and Appendix 1.7</i></p> <p><i>ISLHD Moving Forward: Building the Workforce of the Future - Aboriginal Employment Strategy</i></p>

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Revision & Approval History

Date	Revision No.	Author and Approval / Date
December 2020	0	Author: Workforce Relations Consultant
		Approval/Date: Corporate Policy Recommendation committee/ November 2020 Approval/Date: Executive Director Strategic Improvement Programs / November 2020