

Information for Hiring Managers when a vacant position is identified for redeployment of an ACTPS officer

FACTSHEET



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Introduction

The vacant position you have in your team or work area has been identified as potentially suitable for an ACT Public Sector (ACTPS) officer that is seeking redeployment process. The ACTPS employment framework provides support for officers to find alternative job opportunities when they are no longer able to work in their usual role. This factsheet provides you with information about your role in the ACTPS redeployment process.

What does it mean when the vacant position is identified as potentially suitable?

An officer may require redeployment for a number of reasons (excess, unattachment, loss of eligibility, medical) and for privacy reasons you may not be provided with any further information about the reason for redeployment. However, it is important to understand that the employment and legislative framework in the ACTPS provides officers with the opportunity to change their role if they remain competent, ready and willing to perform work.

The redeployment of officers in various situations are outlined in policies which can be found on the ACTPS Employment Portal. These policies are based on the legislative provisions set out in Part 6 of the *Public Sector Management Act 1994* (PSM Act). Under s 122(3) of the PSM Act, if a redeployment referral is made to the Head of Service, there is a requirement that the Head of Service takes 'reasonable steps to find a vacant office in the service that the officer is eligible for'. If the Head of Service finds a suitable vacant office, it must be offered to the officer undergoing redeployment. The legislation does not allow hiring managers or directorates to refuse the transfer of the officer into the vacant position if it is deemed suitable for the officer.

The next steps

Step 1 – Recruitment process is suspended

Information about your vacant position has been received by the redeployment officer and your request for advertisement of the position is on hold temporarily while the position is assessed for its suitability for an officer seeking redeployment. The assessment will be undertaken as quickly as possible to prevent unnecessary delays in your recruitment process.

Step 2 – Discussions and/or Meeting

As part of the redeployment process, you may be required to attend a meeting with the redeployment officer, and in some circumstances the officer themselves, to inform them of the duties and requirements of the role. You are encouraged to seek HR advice and support during this process.

You must provide detailed and transparent information about the duties that are expected of the role, including responsibilities, experience and any relevant working arrangements. This may include minimum required computer skills, any specialised or managerial skills required, whether the role can facilitate working from home arrangements or reasonable adjustments or similar matters. It is important to be aware that the redeployment process allows a period of 3 to 6 months for the officer to demonstrate they are able to fulfill the duties of the position, so it is not expected that the officer will be able to perform all the functions when they first start their role.

Step 3 – Assessment of suitability by redeployment officer

An assessment will be made by the redeployment officer as to whether the vacant position is suitable for the officer being redeployed taking into account any information you have provided. The assessment will take into consideration the following:

- the officer's skills
- the officer's capacity to fulfill the inherent requirements of the position within a period of up to 6 months
- any adjustments that may need to be made to accommodate the officer
- the training the officer may need in order to fulfill the inherent requirements of the position within 6 months.

If you have any concerns with the process, please raise them with your HR area and/or the redeployment officer. Privacy is an important consideration in this process and any disclosure of the officer's private information, such as medical information, may be considered misconduct. Any matters or concerns that you or your HR area wish the delegate to consider should be provided in writing to the redeployment officer.

Step 4 – Delegate will review recommendation

Following the assessment, the redeployment officer will make a recommendation to the Head of Service delegate from Workforce Capability and Governance (WCAG). The delegate will consider all the relevant information and determine whether the position is suitable for the officer.

Step 5 – If the vacant position is determined suitable for the officer

If the delegate determines that the position is suitable, WCAG will inform you that the position has been deemed suitable and offer the position to the officer in writing, seeking their consent to transfer them into the position.

If the officer provides consent to transfer, the redeployment officer will consult with you regarding the support available to the work area and officer following the transfer. WCAG will transfer the officer to the vacant position and will advise the work area and HR of the transfer.

If the redeployment is for medical reasons, you will receive further support and advice from Workplace Safety and Industrial Relations Group (WSIR), Chief Minister, Treasury and Economic Development Directorate.

Step 6 – If the vacant position is not determined suitable or the officer declines the position

If the delegate determines that the position is not suitable, or the officer declines the position, you will be advised, along with Shared Services, that recruitment and advertising can proceed through the usual process.

What do you need to do now?

- Make sure you understand the information in this factsheet and if you have any questions, please contact your HR area.
- Actively engage with the redeployment officer so the process can run as efficiently as possible. This will allow for timely, good quality decision making.
- Keep an open mind, as you may end up with a fantastic new colleague through this process.
- Make yourself familiar with the redeployment processes. You can do this through looking at sections 122 and 123 of the PSM Act and reading the redeployment policies and guidance material available on the [Employment Portal](#).