

RECRUITMENT

ADVERTISING POLICY

AND GUIDELINES



**Government
of South Australia**

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For further information:

Government Communications
 Department of the Premier and Cabinet
www.dpc.sa.gov.au/govcommunications
 Email: govcommunications@sa.gov.au

Updated: 5 November 2020

Introduction

This document outlines the policy and principles to be followed by all Government of South Australia entities when undertaking recruitment vacancy advertising.

In conjunction with this document, reference should be made to the following:

- *Government of South Australia Branding Guidelines*
- *Government of South Australia Marketing Communications Guidelines*
- *DPC Circular 009: The Master Media Agency Scheme for Government Advertising*
- *Brand South Australia Policy & Guidelines*

All documents are available at www.dpc.sa.gov.au/govcommunications

Compliance with this policy does not negate the need for agencies to comply with departmental human resource or advertising policies or the requirements of the Commissioner for Public Sector Employment's Determinations.

Scope of this policy

This policy applies to marketing communications activities:

- for the purpose of recruiting staff
- placed in any medium including but not limited to press, print, online, broadcast and outdoor
- in any market, South Australia, interstate or overseas
- undertaken by:
 - South Australian Government departments, agencies and operating units
 - entities that receive 50% or more of their operating funding or more from the Government of South Australia
 - public authorities and instrumentalities of the Crown
 - organisations that are under the direction of a Minister of the Crown
 - recruitment agencies acting on behalf of any of the above.

Exemption from this recruitment policy is provided for:

- Courts Administration Authority
- Parliament of South Australia
- Government House.

Additional exemptions pertaining to specific sections of this policy are detailed under the relevant section.

Advertising vacancies

All government agencies undertaking recruitment advertising to fill vacancies must comply with the following requirements:

- All vacancies over 12 months must be advertised on the I WORK FOR SA website iworkfor.sa.gov.au¹ which is managed by the Office for the Commissioner of Public Sector Employment.
- Vacancies under 12 months must comply with the agencies' own requirements, which may include advertising on the I WORK FOR SA website.
- For vacancies that are listed on iworkfor.sa.gov.au all advertisements in other media must include the notice of vacancy number. This includes advertisements placed by a recruitment consultant on behalf of an agency.

¹ Commissioner's Determination 1

Types of recruitment advertising

Brand recruitment advertising

Recruitment vacancy advertising is differentiated from recruitment brand advertising in that the latter uses brand advertising techniques to influence perception of a career sector, profession, employer or range of job opportunities.

All brand advertising, including that undertaken for the purpose of recruitment, is subject to the Communications Approval Process.

Under the Master Media Scheme, appointed Media Panel suppliers, Wavemaker and Carat provide brand advertising services.

Please refer to the *Marketing Communications Guidelines* for more information.

Example of a brand recruitment campaign



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE

Become a Police Officer
>> Achieve MORE

Life doesn't wait around. You have to make the most of it. Becoming a Police Officer gives you skills and experiences that no other career can.

Enjoy the choice of over 40 specialist career areas, flexible work-life benefits, leadership and management training, or study support, plus the feeling of Keeping SA Safe, every day.

The choice is limitless, as is the job. Achieve more.

INVESTIGATOR + COUNSELLOR + ROLE MODEL + PROBLEM SOLVER

Join us now.
www.police.sa.gov.au

Government of South Australia

Types of recruitment advertising

Vacancy recruitment advertising - functional

The majority of recruitment advertising is functional advertising related to recruitment for a specific vacant job position with the intention of generating applications to fill the specific vacancy(ies).

Generally it will be of low creative content with no pictures or images and mono placement.

With the rise in media options available for recruitment advertising, digital in particular offers a low-cost and effective alternative to print. It is also important that you investigate use of relevant specialist websites, e-newsletters, industry magazines and journals or social networking sites.

The medium you choose to advertise in must be relevant to the level and type of position to effectively reach the applicants (audience) you are trying to attract.

Wavemaker has been appointed under the Master Media Scheme to provide functional advertising services and can provide specific advice on the most appropriate media strategy to reach your target candidates.

Recruitment vacancy advertising is only permitted as follows:

- Online recruitment sites, industry publications and electronic bulletins
- The standard government or health composite advertisements appearing in The Advertiser -Careers lift out Positions Vacant on Saturday
- Executive positions of an ASO8 level or higher are to be advertised only online and/or in the government composite, which appears in The Advertiser - Executive, Professional and Management pages
- Print in community/regional newspapers serving the location of the role
- There is to be no recruitment vacancy advertising in any interstate or national print media.

Recruitment advertising not listed above requires an exemption from the Chief Executive (or equivalent position in a statutory authority/government business enterprise).

The Government Communications Advisory Committee (GCAC) has delegated responsibility for exemptions from the functional advertising guidelines outlined in the *Marketing Communications Guidelines* to the Chief Executive (or equivalent).

Note: GCAC has responsibility for monitoring functional advertising expenditure placed by each department/statutory authority/government business enterprise to ensure that Chief Executives responsibly contain functional advertising expenditure.

For more information regarding the approval processes for communications activities please refer to the *Marketing Communications Guidelines*.

The Advertiser government composite

The government composite press advertisements, located in the Positions Vacant and Executive Appointments sections of The Advertiser on Saturday, provide greater impact and presence for government recruitment vacancy advertising.

All government recruitment vacancy advertising appearing in The Advertiser must appear in a government composite.

The following options are available for government composite advertising:

- Advertiser - Positions Vacant - Saturday
- Advertiser - Executive Appointments - Saturday for Executive positions of an ASO8 level or higher.

Use of the composite

- Use of the government composite is required when placing recruitment advertising in The Advertiser on Saturday for:
- all Public Service agencies
- all Public Sector bodies that have Regulation 11 agreements with the Commissioner for Public Sector Employment.

Government agencies that do not have Regulation 11 agreements may choose to use the government composite, however it is not mandatory.

Exceptions

The requirement to advertise in the government composite does not apply to advertisements in The Advertiser that are:

- for a joint recruitment drive where funding is provided in part or in whole by an entity other than the SA Government and the logo of the external entity is included in the advertisement
- to fill vacancies for:
 - Department for Education teaching appointments
 - SA Police Officers
 - SA Police Band
 - Courts Administration Authority
 - Parliament SA
 - Government House
- subject to SA Health advertising policy.

Composite design

The government composite complies with an approved design and is branded with the government of South Australia logo. Departmental and agency logos are not permitted within the Composite.

Advertisements within the composite are restricted to the following sizes:

- 1 column in width by 8.5 cm in height
- 1 column in width by 4.25 cm in height
- 1 column in width by 2.125 cm in height

There are no graphic devices, photographs or images permitted within the modules of the composite.

These modules apply to both the Positions Vacant and Executive Appointments composites.

Agencies placing a booking in the government composite must specify Positions Vacant or Executive Appointments.

Templates for booking ads in the Composite are available from Wavemaker.

Government of South Australia standard composite

FOR OPPORTUNITY.
FLEXIBILITY. PURPOSE.

IWORKFORSA



MOBILE NIGHT OFFICER

Department for Child Protection
Adelaide
Multiple ongoing and temporary roles
Ref No: 284889
\$59,101 - \$43,368 p.a. (OP53)
The Mobile Night Officer position is an operational role within the Department for Child Protection and is accountable for maintaining the safety and security of Residential Care locations across the directorate on night shift. You will provide a high quality, responsive and efficient service for Residential Care to meet the needs of children, young people and staff on night shift. You will also support residential care staff during night shifts to deliver quality outcomes for children and young people in care by monitoring and supervising placements.
People of Aboriginal or Torres Strait Islander descent are encouraged to apply.
For further information about the role and to submit your application please visit:
www.childprotection.sa.gov.au/work-with-us
Enquiries to Paul Baker, Ph: (08) 8226 6666.
Applications close: 8 December 2018

FINANCIAL COUNSELLING & SUPPORT WORKER

Department for Child Protection
Port Augusta and Port Pirie
1 part-time ongoing role (60 hours per fortnight) & 1 full-time contract role up to 6 July 2019
Ref No: 297058
\$59,101 - \$43,368 p.a. (OP53)
The Financial Counselling and Support Worker is a role within DCP and is accountable to the Supervisor, Financial Counselling for the provision of and a demonstrated and operational commitment to excellent client services, assessment and referral. You will identify the level, type and nature of social and/or financial services which are likely to provide positive support and assistance to DCP clients. People of Aboriginal or Torres Strait Islander descent are encouraged to apply.
For further information about the role and to submit your application please visit:
www.childprotection.sa.gov.au/work-with-us
Enquiries to Roanna Warrila, Ph: 8499 849 616.
Applications close: 7 December 2018

TRAINING CENTRE ADVOCATE

Office of the Guardian for Children and Young People
Adelaide
Full-time, ongoing
Ref No: 297702
\$67,384 - \$92,743 p.a. (AS04)
For further information and how to apply please visit iworkfor.sa.gov.au and search reference number 297702.
Applications close: 16 December 2018

SENIOR POLICY OFFICER

Department of Primary Industries and Regions SA
Adelaide
Full-time, contract up to 24 months
Ref No: 297714
\$67,384 - \$92,743 p.a. (AS04)
For further information and how to apply please visit iworkfor.sa.gov.au and search reference number 297714.
Applications close: 15 December 2018

COORDINATOR, REMOTE PROGRAMS AND SERVICES

Department for Communities and Social Inclusion
Housing SA
Adelaide
Full-time, contract up to 7 December 2019
Ref No: 296511
\$96,459 - \$104,767 p.a. (A507)
For further information and to apply for this vacancy please visit <http://ijobs.dcsa.sa.gov.au> and search for reference number 296511.
Applications close: 12 December 2018

CAPABILITY COORDINATOR

SA State Emergency Service
Adelaide, CBD
Full-time, ongoing
Ref No: 297565
\$75,430 - \$84,497 p.a. (A505)
Applicants are required to address the criteria from the Application Guidelines.
For further information and how to apply please visit iworkfor.sa.gov.au and search reference number 297565 or email vacancies@sa.gov.au
Applications close: 14 December 2018

CORRECTIONAL EDUCATOR

Ref No: 297170
For information visit www.corrections.sa.gov.au/jobs
Application close: 9 December 2018

IWORKFORSA.gov.au



Government of South Australia

Exemptions

Where a recruitment vacancy advertising exemption has been granted by the Chief Executive (or equivalent) the following templates must be utilised:

Government of South Australia standard template

FOR OPPORTUNITY.
FLEXIBILITY. PURPOSE.

I WORK FOR SA

**MANAGER,
ENTERPRISE AND
COMMUNICATIONS**

Department of the Premier and Cabinet
South Australian Museum
Adelaide
Full-time, contract up to 2 years
Ref No: 326812
\$112,305 - \$116,613 p.a. (A\$08)


The purpose of the role is to maximise the long-term revenue streams and the marketing and communications opportunities of the Museum.

The position will be responsible for maximising the profitability of the Museum Shop and Café through development of products and customer service, developing sales of Events held at the Museum and overseeing and optimising the Museum's communications to the public and key stakeholders to promote the Museum brand, its research, public programmes and revenue generating activities.

For further information and how to apply please visit iworkfor.sa.gov.au and search reference number 326812.

Applications close: 26 April 2019

IWORKFOR.SA.gov.au


Government
of South Australia

Departmental pre-approved functional template

Note: Departmental templates require approval by the Chief Executive (or equivalent) and apply to all functional recruitment advertising.

Example of a departmental template



Government of South Australia
Department of Planning, Transport and Infrastructure

Asset Enhancement Manager

Department of Planning, Transport and Infrastructure
Port Augusta
Ongoing
Vac No: 339407
\$102,496 – \$111,705 pa (FO4)

For enquiries please contact Mr Tony Porcero, Unit Manager, Asset Integrity and Enhancement
Telephone: (08) 8343 2692
Email: tony.porcero@sa.gov.au

For further information and how to apply please visit www.dpti.sa.gov.au/careers

Applications Close: 1 March 2018

www.dpti.sa.gov.au

Example of a co-branded template



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE

CLIENT SERVICES OFFICER, PORT LINCOLN (ASO-2)

The Client Services Officer is a multi-skilled administration position accountable to the Administration Manager and has a close working relationship with managers responsible for individual portfolios, including Criminal Investigation Branch, Operations Section, Prosecution Section and Administration Section. The incumbent is responsible for undertaking a range of administrative and business related activities, and ensuring a high level of customer service is provided and maintained.

This is an ongoing vacancy. Some intra/interstate travel may be required.

You'll receive a salary at the ASO-2 level ranging from \$60,815 - \$65,000 p.a.

Please visit <http://workdoras.sa.gov.au> and search for vacancy number 300744 for the Job and Person Specification and guidelines on how to apply for this position.

For enquiries please contact Kyle Chetco on 8688 3048 or email kyle.chetco@police.sa.gov.au.

Applications close: 5.00pm
Monday 5 February 2018

Government of South Australia

For interstate and overseas recruitment advertising please refer to page 12.

Recruitment advertising copy

Copy developed for your recruitment advertisement will have significant influence on the success of your recruitment process. Copy should be developed to entice potential applicants to find out more about the position - not simply repeat details contained within the Job and Person Specifications or corporate statement.

Recruitment copy should:

- Be written specifically for use within advertising
- Use language that 'sells' the position to potential candidates
- Prioritise the candidate and the information they need to make a decision about the role (e.g. when advertising interstate sell the benefits of a move to South Australia)
- Be simple and use an engaging and accessible tone
- Add to the appeal of the vacancy by detailing key information about the role
- Differentiate the position from others in the market place.

Recruitment copy should not:

- Provide a checklist for applicants that should be assumed minimum requirements (e.g. "must have a driver's license" or "must participate in a performance management process")
- Use acronyms or industry jargon
- Contain information that doesn't differentiate the position from others (e.g. "smoke free workplace")
- Make the application process seem onerous.

As recruitment websites commonly present job listings as part of search results, online recruitment advertising copy should include a dot-point summary selling the key attributes of the role. Applicants scanning search results will be motivated to investigate the job further by the strength of this summary.

Interstate and overseas recruitment

Under the Marketing Communications Guidelines there is to be no recruitment advertising in international or national print media without an exemption from the Chief Executive (or equivalent). Where an exemption to advertise a recruitment vacancy interstate or overseas has been granted by the Chief Executive, the following guidelines must be followed:

- Inclusion of the Government of South Australia (GOSA) logo or agency specific variant is mandatory
- Placement of the GOSA logo is per the Government of South Australia Branding Guidelines.
- Inclusion of the State Brand logo is mandatory
- Placement of the State Brand logo is as follows:
 - Vertical format logo to be used
 - Alignment with the GOSA logos or agency specific variant
 - Must adhere to the Brand South Australia - Branding Guidelines

Acceptable interstate and international recruitment advertising examples are provided on page 12 of these guidelines.

Government of South Australia and State Brand logos are available on the Communications Approval Portal (CAP).

Please see your Director of Communications for access to logos.

Interstate and international recruitment advertising template examples

Government of South Australia standard template

**FOR OPPORTUNITY.
FLEXIBILITY. PURPOSE.**
I WORK FOR SA

**BUSINESS SUPPORT
OFFICER**

Outback Communities Authority
Port Augusta
Full Time, Contract for 12 Months
Ref No: 301176
\$45,813 - \$49,587 p.a. (ASO2)

This is a great opportunity to combine your administration and organisational skills and support a busy office with a dynamic Business Support team. You will be required to provide a secretarial support role to the Managerial level of staff, whilst supporting the overall administration of the office.

To be successful in this role you require excellent customer service skills, personal initiative and are able to adapt to ever changing situations.

For the role description and to apply for this role please visit iworkfor.sa.gov.au and search reference number 301176.

Enquiries to Mr B Gough, 8648 5905.

Applications are encouraged from Aboriginal and Torres Strait Islander people and from people who contribute to the diversity of our workforce.

Applications Close: 22 February 2018

IWORKFOR.SA.gov.au



Co-branded agency

 **SOUTH AUSTRALIA POLICE**
KEEPING SA SAFE

**LSA ADMINISTRATION
MANAGER (AS05)**

SA Police seek an Administration Manager to join their Mt Gambier Local Service Area.


The Administration Manager is accountable to the Officer in Charge, Local Service Area for the provision of a range of business and administrative services which contribute to the effective and efficient operation of the Local Service Area. Responsibilities include financial accounting, budgets, audits, training and development within specific functions, human resource management, and the provision of administrative support services, across all sites throughout the Local Service Area within the relevant Operational Service.

You'll receive a salary at the AS05 level ranging \$66,004 - \$76,178 p.a.

Please visit iworkfor.sa.gov.au and search reference number 334539 for the Job and Person specification and guidelines for how to apply for this position.

For enquiries please contact Trevor Twiley, Limestone Coast LSA on 8735 1010.

Applications close: 5.00pm, 16 February 2018

Department/agency functional template

 **Government of South Australia**
Department of Planning,
Transport and Infrastructure

Valuer-General

ADELAIDE CBD
Contract Appointment up to 5 Years
Ref No: 320311
Executive Appointment

An opportunity exists for an innovative resource in a key leadership role in the Department of Planning, Transport and Infrastructure.

The Valuer-General reports to the Land Services Division. This division is responsible for key land administration functions in South Australia including land titling, land and property valuation, administration of a survey framework, and provision of land information to the public. This is a high profile, exciting senior leadership role that will provide immense job satisfaction. Get in South Australia - the birthplace of the Torrens Title valuation system - this is a great opportunity for a talented appointee to continue the State's tradition of innovation and leadership in property valuation.

Essential Minimum Qualifications: Qualified for membership of the Australian Property Institute Incorporated or a body prescribed by regulation, and has practised as a land valuer (whether in the service of the Government or privately) for a period (whether continuous or in aggregate of at least five years, (Valuation of Land Act 1971, Section 6(4)).

Special Conditions: Pursuant to Part 6 of the Public Sector Act 2009 this is not a public service position. The employment conditions are prescribed in Section 9 of the Valuation of Land Act 1971.

Enquiries to: For a confidential discussion about the role please contact Mr Kevin O'Callaghan, Executive Director, Land Services Division on (08) 8225 5452.

Applications to: Mr Carol Brooks, Manager, Executive Support on (08) 8026 3582 or email carol.brooks@dpti.sa.gov.au. Applications should be no more than three pages addressing the essential selection criteria and experience relative to the position plus a current CV.

For more information visit: www.dpti.sa.gov.au/valuers

Applications Close: 5.00pm 15 February 2018

The SA Government is an equal opportunity employer and safety is a core value.

www.dpti.sa.gov.au

Use of recruitment agencies

With regard to the purchase of advertising media when an external recruitment agency acts on behalf of a government agency:

- If media is purchased specifically for a government recruitment advertisement, planning and booking must be provided by the government's appointed functional media agency, Wavemaker.
- If the recruitment agency has an existing preferred space booking as part of an ongoing contract with a publication, and wishes to feature a government recruitment opportunity within this space, involvement of Wavemaker is not required.

Government agencies should ensure pricing is competitive and only the space used for a vacancy advertisement is charged and not a premium to cover the recruitment agency's masthead or unsold space.

All recruitment advertising which is being managed and placed by a recruitment consultant on behalf of a government agency will need to be approved in line with your internal departmental approval protocols.

Use of the GOSA logo in external recruitment agency advertisements must comply with the Government of South Australia Branding Guidelines.



**Government
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