



Australian Government

PSPHRM005 Implement staffing policies

Release: 1

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Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPHR505A Implement staffing policies.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to implement organisational staffing policies and procedures for recruitment, selection, induction, redeployment, retention and separation. It includes coordinating recruitment, selection, induction and redeployment, and assisting with retention/separation of employees.

This unit applies to those working as human resource specialists.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Human resource management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

	further information is detailed in the range of conditions section.
1. Coordinate recruitment and selection	<p>1.1 Provide an advisory service on recruitment and selection policies and processes and clarify questions to ensure compliance with legislative and organisational requirements.</p> <p>1.2 Develop job specifications, position descriptions and selection criteria with managers to reflect current and desired competencies and behaviours.</p> <p>1.3 Coordinate advertisements for job vacancies and recruitment information in consultation with managers.</p> <p>1.4 Undertake a quality assurance role, providing assistance with short-listing applicants and organising, undertaking and finalising the selection process.</p> <p>1.5 Monitor recruitment and selection processes, handle appeals in accordance with set processes, and identify and refer issues and/or improvements to decision makers.</p> <p>1.6 Provide assistance and advice where probation periods are a condition of employment, on interpreting and implementing the requirements of public sector and organisational policies and procedures.</p>
2. Implement induction for new staff	<p>2.1 Confirm objectives, content and methodology for induction.</p> <p>2.2 Coordinate induction programs and determine delivery options.</p> <p>2.3 Obtain feedback from participants and managers on the quality of delivery and content of induction programs.</p> <p>2.4 Assess induction processes against objectives, and report results.</p> <p>2.5 Suggest improvements to the induction process in accordance with feedback received.</p>
3. Coordinate redeployment	<p>3.1 Confirm redeployment policy and processes and communicate to staff.</p> <p>3.2 Consult redeployed staff and those likely to be redeployed and confirm their understanding of the process, their rights and responsibilities.</p> <p>3.3 Manage redeployed staff to ensure their access to support services, learning and development and new job opportunities.</p> <p>3.4 Manage the redeployment pool.</p> <p>3.5 Monitor process effectiveness in providing support to redeployed staff and implement adjustments in line with management advice.</p>
4 Assist with staff retention/separation	<p>4.1 Clarify and confirm organisational requirements for staff retention and the full range of separation situations.</p> <p>4.2 Assist staff seeking voluntary separation to consider and accept other options.</p> <p>4.3 Conduct exit interviews for staff separation and collect, analyse and report exit data.</p>

	4.4 Facilitate access to support services for employees and their immediate families, as required. 4.5 Complete and process separation documents.
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Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPHR505A Implement staffing policies.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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