



# Recruiting staff

## Part 1 – Identifying vacancies

1. Before advertising, make sure you have considered the following:
  - a. Personal and Electorate Officer employees are engaged in accordance with the [Members of Parliament \(Staff\) Act 1984](#) (MOP(S) Act) under the [Commonwealth Members of Parliament \(Staff\) Enterprise Agreement 2020-23](#). Immediate family members cannot be employed under the MOP(S) Act.
  - b. [Employees](#) can be full-time, part-time, ongoing, non-ongoing (less than 12 months) or casual (no more than 4 weeks). An overview of employment conditions can be found [here](#).
  - c. Electorate Officer positions are employed against one of two office structures:

Option 1:	OR	Option 2:
2 x EOA positions 1 x EOB position 1 x EOC position		1 x EOA position 3 x EOB positions

The associated classification and salary structures for Electorate employees can be found [here](#).

- d. Personal employee position numbers in each office are determined by the Prime Minister. The associated classification and salary structures can be found [here](#), including rates for Personal Staff Allowance (PSA). PSA is automatically paid to personal employees in recognition of the expectation they will be required to travel and work additional hours. If this is not required of the role (or an individual does not wish to work more than their standard hours and you agree to this), contact the [MaPS Helpdesk](#) to opt out of PSA.
- e. Additional [allowances](#) may be applicable to a role, such as:
  - i. Electorate Staff Allowance (ESA), which is allocated to individual electorate officers where they are expected to work reasonable additional hours beyond their ordinary hours of work. Offices can allocate up to a [set amount](#) of ESA levels across all Electorate employees. Think about the person’s duties, such as travel, as it may be more appropriate to allocate them more than a person not intending to travel. ESA levels are outlined [here](#).

- ii. Senior staff with the classification of Principal Adviser, Chief of Staff, or Senior Adviser may request a [private-plated vehicle](#) or can elect to receive private-plated vehicle allowance (PPVA) of \$25,082 per annum in lieu of a PPV.
- f. As the employing Parliamentarian it is your responsibility to determine what duties and responsibilities are required of the vacant position. Create a [position description](#) defining the tasks, skills, capabilities, qualifications and experience required for the role.
- g. [Probation periods](#) for new starters are strongly recommended. The standard period is three months, but this can be extended up to five months if there are concerns with a person's performance. The [MOPS Support](#) team can provide advice and support when managing the performance of a new employee.
- h. You may wish to request new employees undergo a [national police check](#).

## Part 2 – Advertising

1. [Sample advertisements](#) can assist you to draft a job ad.
2. Make sure your ad includes the following information:
  - a. Position description – this can be a summary of the position description you created in Part 1
  - b. Required skills and qualifications
  - c. Work location
  - d. Engagement type (full time, part time, casual, ongoing, non-ongoing)
  - e. Salary range and allowances
  - f. Probation period
  - g. How to apply (see next step)
  - h. Application deadline
  - i. Contact person
3. How to apply - your ad should clearly state the information candidates need to provide, and must include an **office email address** for applications to be sent to. Applications cannot be sent to MaPS. Online advertisements, such as through Seek, may include an online “Apply Here” button or link, or similar. Applications made via that link cannot be accessed when the online ad has been organised through MaPS – this can be a good way to weed out candidates who don't pay good attention to detail! However, if an office organises an online ad directly with the provider they will have access to that functionality (see below for more detail about organising and paying for job advertising).
  - a. Information sought from applicants may include:
    - i. A CV/resume
    - ii. An example of their written work
    - iii. A one or two page pitch describing how their skills and experience match the position description and how they can contribute to the work of the office
    - iv. An example of work delivered

- v. Written references
  - vi. Contact details for a certain number of referees
- b. You should not ask for:
- i. Photos of applicants
  - ii. Information about an applicant's age, gender, ethnicity, disability status, religion, vaccination status, or other potentially discriminatory factors that are not relevant to the performance of the role
4. Private employment agencies can be engaged to fill a vacant position, however parliamentarians must meet the cost of these services personally as they are not covered by the Commonwealth.
5. Online job advertisements:
- a. Ongoing vacant positions
    - i. MaPS will organise the placement of online ads for ongoing positions, and can make payment directly to the supplier without debit to your office budget. You may place up to three ads for each vacant Electorate Officer position, and up to four ads for each vacant Personal Employee position. The standard platforms used are Seek, Linked In and Career One, but you may choose to advertise with a more specialised or targeted platform. Please send your job ad to [MOPSupport@finance.gov.au](mailto:MOPSupport@finance.gov.au) to advertise for ongoing employees.
    - ii. Parliamentarians can also arrange the placement of online ads directly and seek reimbursement from MaPS through [MOPSupport@finance.gov.au](mailto:MOPSupport@finance.gov.au).
  - b. Non-ongoing or casual vacant positions
    - i. Online ads for casual or non-ongoing positions should be organised by the office and claimed as an [office expense](#). The ad must meet the requirements specified in the [Parliamentary Business Resources Regulations 2017](#).
6. Print media advertising can be organised by the office, and the cost claimed as an [office expense](#). This is the only avenue these types of ads can be claimed under – the cost of print ads is not otherwise covered by office budgets. To claim the cost of print ads, the ad must meet the requirements specified in the [Parliamentary Business Resources Regulations 2017](#). Alternatively, parliamentarians can pay for the cost of print advertising personally.

### Part 3 – Selecting a successful candidate

1. After the job ad deadline has passed, you need to assess the applications to determine which candidate/s are likely to be suitable for the advertised position. [MOPS Support](#) can provide advice on assessing applications, if requested.
  - a. When assessing applications, consider the following:
    - i. Does the person have the required qualifications?
    - ii. Have they demonstrated prior experience and/or knowledge relevant to the role as outlined in the position description?
    - iii. What is the quality of their written application and/or CV?

- b. If there is more than one person with a strong application that meets all of the required qualifications, you may choose to create a “short-list” of potentially suitable candidates and conduct interviews or other further assessments, such as contacting referees.
2. Interviews can be conducted in person, over the phone, or via video-call platforms. It is good practice to ask each interviewee the same questions so you can assess their interview performance by the same metrics, however this is not mandatory. An interview is also an opportunity to get a sense of a person’s personality, and whether they will be a good fit in your office beyond the skills and experience they have already outlined in their applications. [MOPS Support](#) can assist with preparing for interviews, if requested.
  - a. The Commonwealth will meet the cost of economy class travel for candidates to attend interviews for vacant Personal employee positions of:
    - i. a Minister
    - ii. an Assistant Minister
    - iii. the Leader or Deputy Leader of the Opposition
    - iv. the Leader or Deputy Leader of the Opposition in the Senate
    - v. the Leader of a Minority Party
3. To ensure a fair recruitment process it is important to apply the principles of procedural fairness. This means that a candidate should have an opportunity to respond to any adverse allegations prior to a decision being made based on those decisions. For example, if a referee told you a person was lazy, you should let the candidate know this has been said about them and give them an opportunity to respond. By applying procedural fairness to your decision making you are reducing the risk of further action being taken against you, and you also are ensuring your decision is based on all of the relevant information.
4. It is also good practice to notify unsuccessful short-listed candidates that they have not been selected to fill the position, and providing feedback where appropriate. This maintains a good relationship with candidates, which can come in handy if another role becomes vacant down the track which the person may be suitable for.

#### Part 4 – Employment agreements and contracts

1. Once you have selected the successful candidate and both agreed to the terms of employment, a written employment agreement between both parties is required and must be submitted to MaPS prior to a new employee’s commencement. Contracts and a list of the required forms which must be completed can be generated [online](#).

If you have questions, please do not hesitate to contact the MOPS Support team.



[MOPSupport@finance.gov.au](mailto:MOPSupport@finance.gov.au)



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