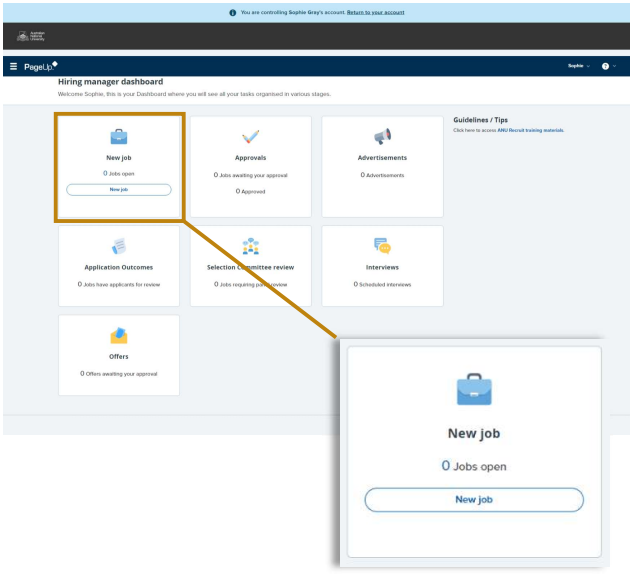
Creating a New Job Card
for Hiring Managers

IMPORTANT: FINANCE APPROVAL REQUIREMENTS
No separate Finance endorsement is required for a job card. D4 and D3 delegates are responsible for reviewing and approving the financial aspects of recruitment requests under the ANU Recruit workflow and ANU Delegations Framework.

Account holders and Chief Investigators should consult their local Finance team before submitting a request to confirm available funding.

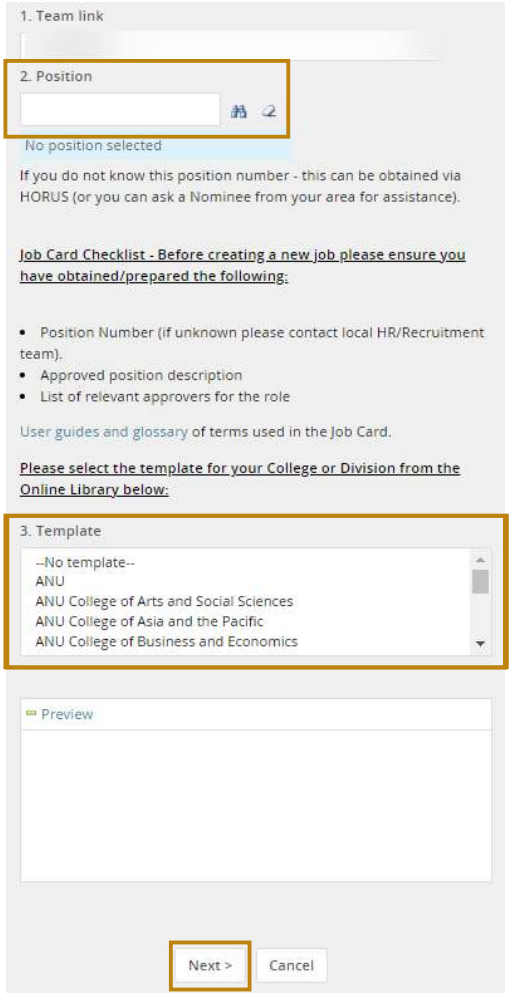
Actions	What you will see
Step 1. Log into ANU Recruit or navigate to https://services.anu.edu.au/information-technology/software-systems/anu-recruit Use your ANU UID number and HORUS Password.	
Step 2. From your Hiring manager dashboard click 'New Job'.	

Step 3. Enter the below data fields if required and click 'Next >'

2. Position: Add the position number here.

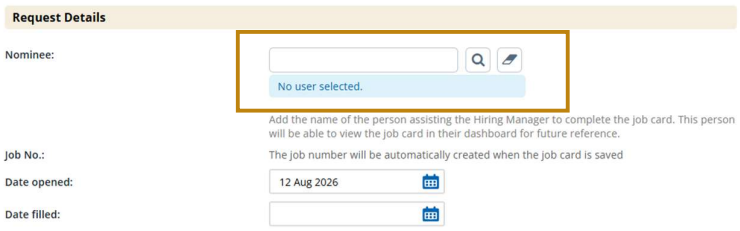
Note: you can leave this empty and save as a draft if you do not have the position number. Connect with the Recrutiment Team to create a new position number if needed.

3. Template: If you are advertising the position, select the template for your College or Division. This will pre-populate standardised advertisement text in 'Section 2' of the job card.



Request details

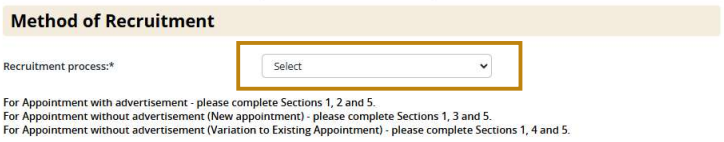
Under **Nominee,** add the name of the person assisting the Hiring Manager in completing the job card. *You will need to inform the nominee a draft job has been created, if this is not you.*



Method of Recruitment

Select the Recruitment process and complete the relevant remaining sections (refer to the options under this field)

For appointment without advertisement, review the allowable circumstances in the Procedure (clauses 14-18).



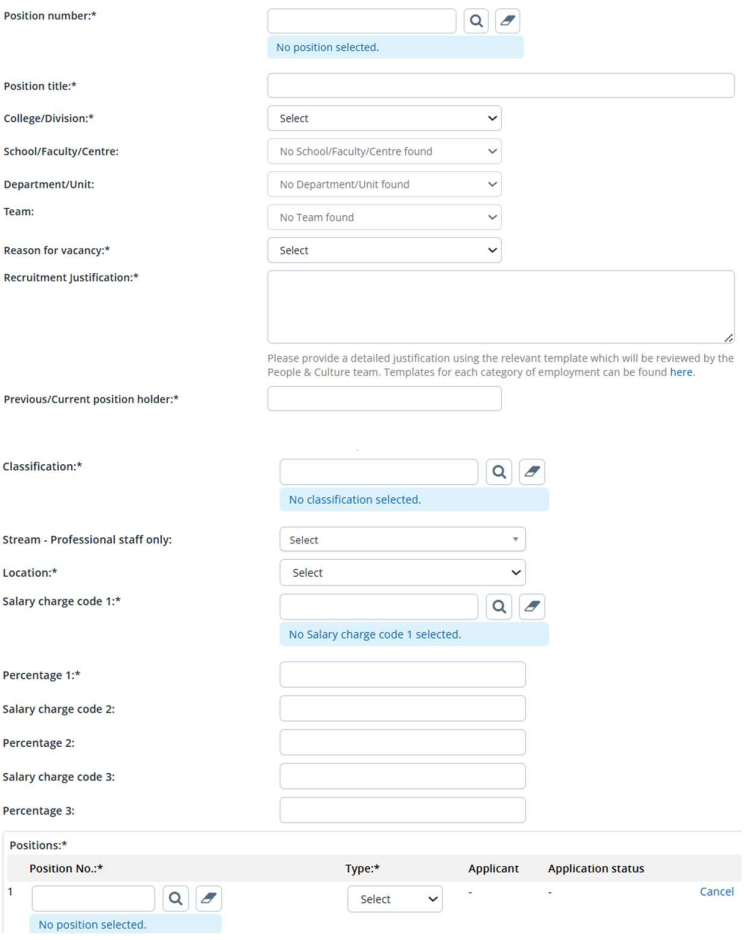
Section 1

Position Details

If you entered a position number on the previous page some fields will be prepopulated with information.

Enter all required information below:

Position Number If you need help finding this, please contact the Recruitment team or refer to your staff member list via HORUS.
Position Title This will appear as the title on advertised positions. Spell out the position title in full. Do not use abbreviations or acronyms.
Reason for Vacancy Select the reason from the drop-down list.
Recruitment Justification* Use the templates via the link under this field to provide the required information for the request. Each category has a template.
Classification Position Level/ Classification. *Search 'Level' for academic positions & 'ANU Officer' for professional positions.*
Location The Location the employee will be working from. *This will inform their public holiday schedule and WHS requirements.*
Salary charge code 1 Enter the primary charge code. *If you do not know your charge code please contact your local finance team.*
Percentage 1 100% unless salary is being split across multiple charge codes.
Salary Charge Code/Percentage 2-3 If percentage 1 is less than 100% enter additional charge codes and percentages adding up to 100% total.

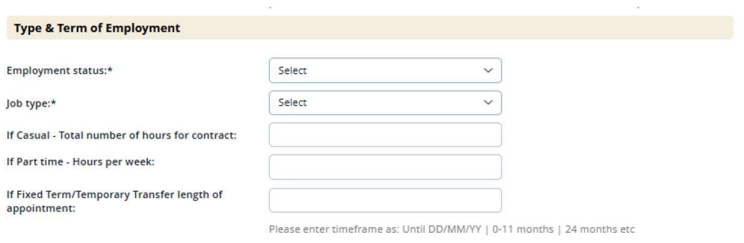


Type and Term of Employment

Enter the information about the position type and hours.

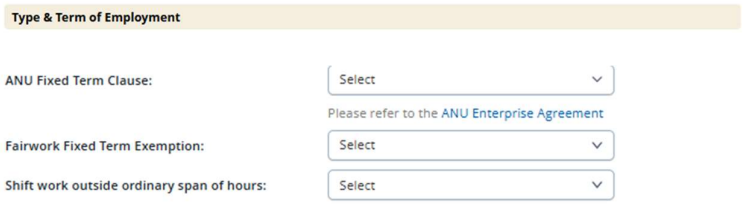
Employment Status Review Types of employment in accordance with the ANU Enterprise Agreement 7. Types of appointment

Job Type Select Casual, Full time, or Part time from the drop-down list



ANU Fixed term clause - Must be selected if the 'Employment Status' is Fixed Term.
Fixed term employment schemes are outlined in section 13. Fixed term Employment of the ANU Enterprise Agreement 2023-2026.

Fair Work Ombudsman Fixed Term Exemption - Must be selected if the total duration of the appointment is over 2 years. More information here.



Section 2

Advertised Appointment

Selection Committee

Enter Selection Committee Chair and Members if known. Selection Committee resources.

Media Insertion Details

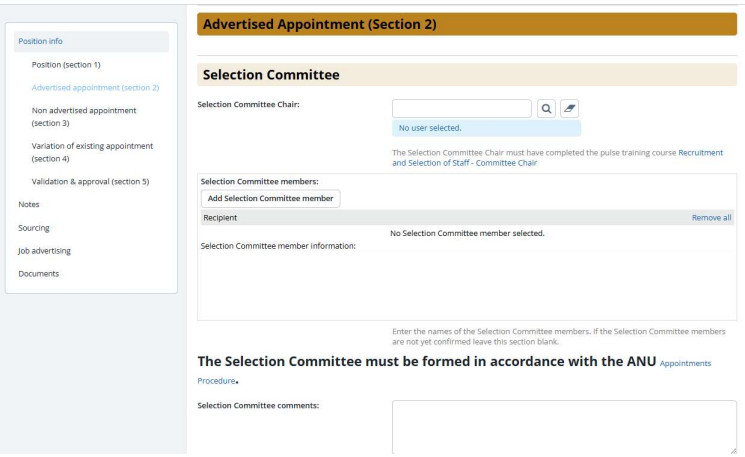
Enter where you would like the advertisement listed and the advertisement text.

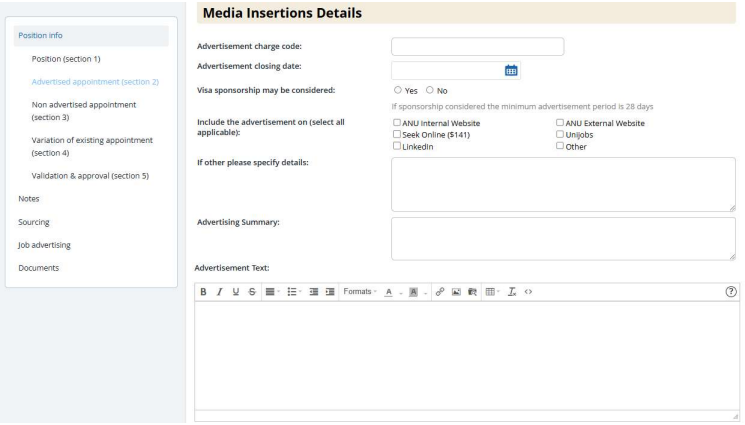
Other list any other discipline or industry specific pages.

Charge code Where the advertisement costs will be charged to.

Closing date Select a closing date that allows sufficient time for shortlisting and interviews, taking into account panel availability, public and cultural holidays, and visa requirements for international recruitment.

Closing dates must not be scheduled on a Friday, Saturday, or the day before a public holiday.





Advertising Text

This section will pre-fill with the template for your College or Division selected in Step 3 above.

Enter the Classification, Salary package, Selling points, Position overview and contact information. Review and edit application information and requirements

Tip: Copy & Paste the template text into a word document to write and review your ad text. Paste back into ANU Recruit once formatted and edited.

All advertisements must use ANU Masterbrand and approved formatting.

The advertisement summary should only be 150 characters long.

Example Advertisement Text

Classification: ANU Officer 6/7
Salary package: $84,019 - $96,713 + 17% superannuation
Terms: Full time, continuing

About Us
Information Technology Services (ITS) provides corporate IT services to ANU staff, students and visitors in support of achieving excellence in research, teaching and public policy. These services include network, communications, computing platforms, data storage, desktop and mobile access, enterprise systems, student learning environments, and IT security. The work of ITS is coordinated with services provided within and by University Colleges and other Service Divisions to form a cohesive, University-wide information services infrastructure.

The Role
We are seeking a Senior Project Officer to help drive the establishment of the IT Hub. The Senior Project Officer (IT Hub) will provide comprehensive project management support on a diverse range of administrative, engagement and research activities. They will work closely with the IT Hub Director and work as part of the Hub team.

The Person
As our ideal candidate, you will have demonstrated experience in project support and records management. And possess strong analytical and problem solving skills complimented by excellent communication and stakeholder engagement

For further information about the position, please contact Name, Title, T: +61 2 xxxx xxxx or E: name.surname@anu.edu.au**.**

Application information
In order to apply for this role please make sure that you upload the following documents:

- A statement addressing the selection criteria (no more than 2 pages).
- A current curriculum vitae (CV) which includes the names and contact details of at least three referees (preferably including a current or previous supervisor).
- Other documents, if required.

Diversity

Answer ‘Yes’ in the applicable category if the advertised position is an Identified or Special measures position. Procedure - Identified positions (Aboriginal and Torres Strait Islander people/women)

Answer ‘No’ for all other advertised positions.



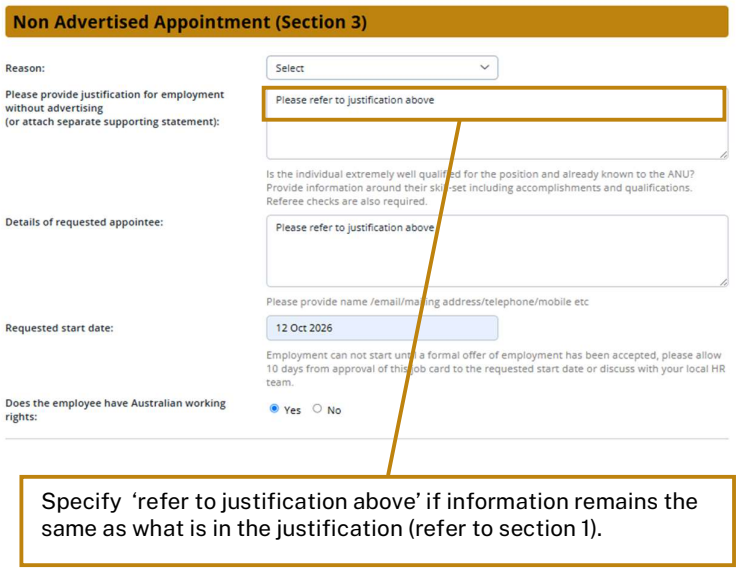
Section 3

Non Advertised Appointment

If information is repeated from the justification, please specify ‘refer to justification above’.

Required start date Specify the proposed start date for the appointment, allowing sufficient time for the contract to be prepared, issued and accepted.

Note: Include the appointee CV and 2 references in the supporting documents upload for non-advertised appointments.



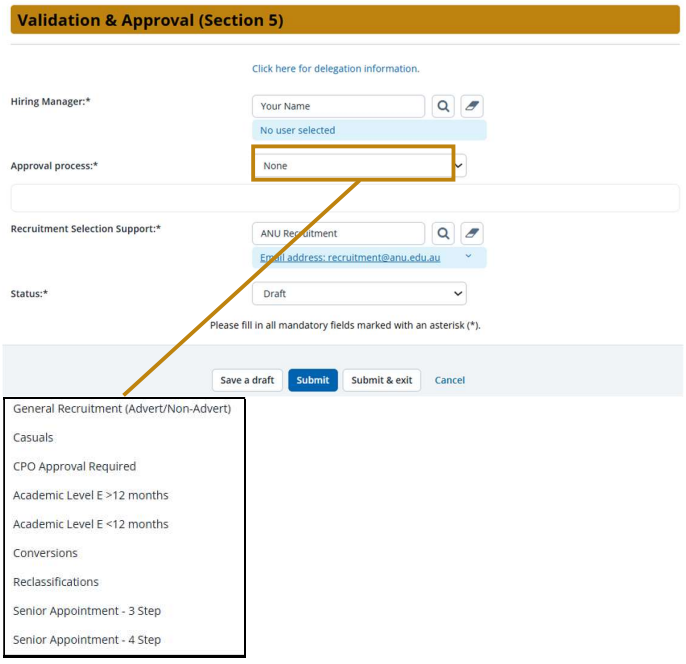
Section 5

Validation & Approval

Hiring Manger:* Position Supervisor or Manager

Approval process: Once an option is selected, “ANU Recruitment” will default as the first approver. This will ensure the Recruitment Team are notified of the new request.

Recruitment Selection Support: Please enter “ANU Recruitment”, this will allow the recruitment team access to review and progress your job card.



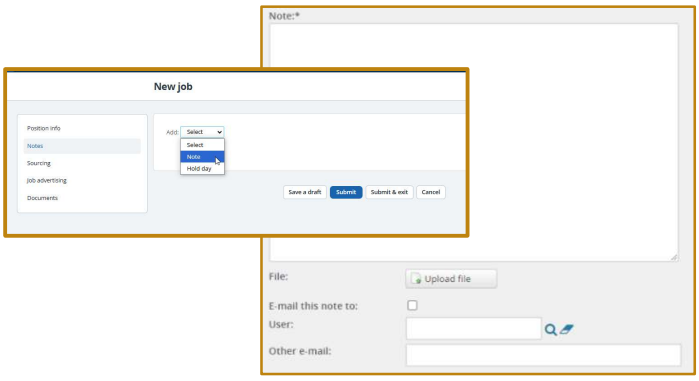
Status: Select 'pending approval', then 'submit' once names are entered so that the Recruitment Team are notified.

Tip: If you are not ready to submit the job card for approval you can 'save a draft'.

Note: If you saved a draft the approval process will be deleted and will need to be re-entered when you are ready to submit the job card.

Step 5. Notes

The Notes field is a great way to record extra information about the job. You can record notes for yourself and also send e-mails about the job from the Notes section



Step 6. Documents

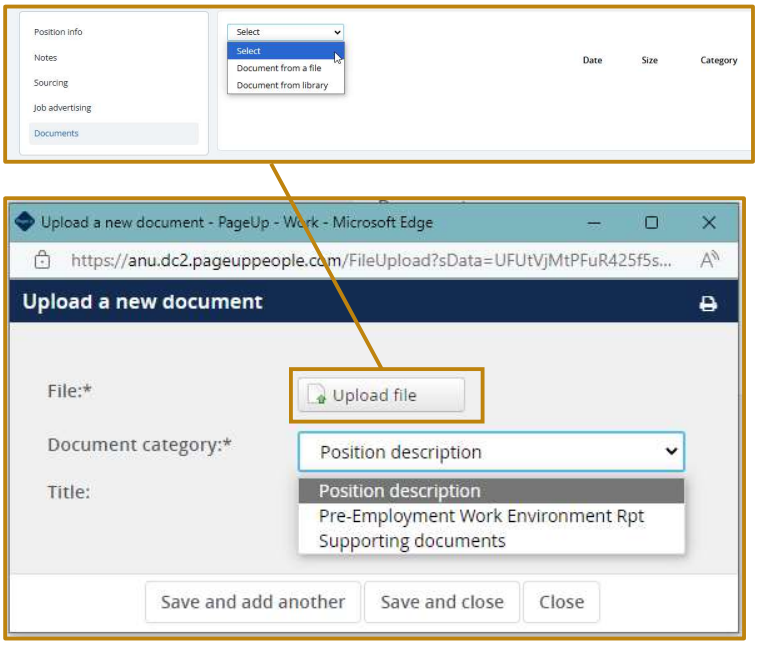
The Documents section is used to store job related documents.

Position Description: Select document from a file from the drop down list, click 'upload file' and search for the applicable Position Description in your files, add the document title the click 'Save and add another' or 'Save and close'.

The Position Description MUST be attached, only one document can be uploaded to the Position description category. The document saved to this category will be uploaded to the job advertisement under the heading Position Description.

Supporting documents:

Advertised appointment: It is optional to attach other supporting documentation.
Non-Advertised appointment: Attach appointee CV, references and other supporting documentation. Follow the same upload processes as position description.



Step 7. Submitting the job card

When all of the position details have been entered and you are ready to submit the job for approval, click ‘Submit’ or ‘Submit & Exit’.

An email notification will be sent to the Hiring Manager for Approval and trigger the next approval in the process.

