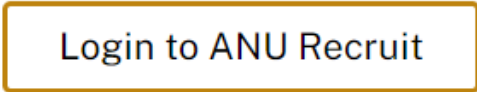
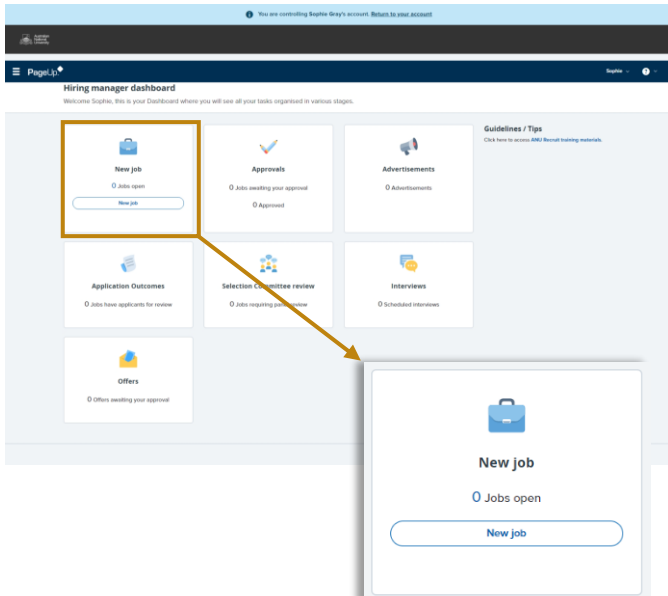


# Creating a New Job for Hiring Managers / Nominees

Actions	What you will see
	<p>Before you create a new job card review the ANU <a href="#">Policy</a> and <a href="#">Procedure: Appointments</a>, for further details and requirements of different types of appointments and ensure you have obtained/prepared the following:</p> <ul style="list-style-type: none"> <li>• Position number</li> <li>• The Approved Salary General Ledger Code (GLC)</li> <li>• An Approved Position description</li> <li>• List of relevant approvers for the position</li> </ul> <p><b>Supporting Resources:</b></p> <ol style="list-style-type: none"> <li>1) <a href="#">How to look up a position number</a></li> <li>2) <a href="#">How to develop or obtain an approved position description</a></li> <li>3) <a href="#">Position Creation Guidelines</a></li> <li>4) <a href="#">Guide to Documents for Recruitment</a></li> </ol>
<p><b>Step 1.</b> Log into <a href="#">ANU Recruit</a> or navigate to <a href="https://services.anu.edu.au/information-technology/software-systems/anu-recruit">https://services.anu.edu.au/information-technology/software-systems/anu-recruit</a>.</p> <p>Use your ANU UID number and HORUS Password.</p>	
<p><b>Step 2.</b> From your Hiring Manager dashboard click 'New Job'.</p>	

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

**2. Position:** If the position you are recruiting for already exists, add the number here. If this is a new position, you can obtain the position number via your HR partner. This is a mandatory field.

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

#### Select a job template

1. Team link

General users

2. Position

No position selected

If you do not know this position number - this can be obtained via HORUS (or you can ask a Nominee from your area for assistance).

Job Card Checklist - Before creating a new job please ensure you have obtained/prepared the following:

- Position number (if known). If a new position - please leave blank
- Position description (from the Online Library)
- List of relevant approvers for the role

[Glossary](#) of terms that are used in the Job Card.

Please select the template for your College or Division from the Online Library below:

3. Template

--No template--  
ANU  
ANU College of Arts and Social Sciences  
ANU College of Asia and the Pacific  
ANU College of Business and Economics

#### Step 4. Enter Position Info

Detailed descriptions of required information by section below.

Preview

Next >

Cancel

## Section 1

### Position Details

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

Enter all required information. Mandatory fields are marked with an asterisk\*.

**Nominee:** The person preparing the job card. *You must inform the nominee that a draft job has been created if this is not you.*

**Position Number:** Mandatory to fill out the Position Number. If it is a new position, you should be able to get the details via your HR partner. If you are hiring for multiple positions of same ANU level for the same role, you can obtain the position number details via your HR partner and click 'Add more' to add Position Number and type.

**Position Title:** This will appear as the title on advertised positions.

**Classification:** Position Level/ Classification. Search 'Level' for academic positions & 'ANU Officer' for professional positions.

**Location:** The Location Employee will be working from. *This will inform their public holiday schedule and WHS requirements.*

**Position Description approved by staffing committee:** Academic Positions select "N/A", Generic Professional PD's select "Yes". If the answer is "No" you cannot submit the job card for approval. Seek assistance from your HR Support Team.

**Salary charge code 1\*:** Mandatory to enter the salary charge code. Enter the primary charge code, otherwise known as GLC. *If you do not know your charge code please contact your local finance team.*

**Percentage 1\*:** 100% unless the 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

SECTION 1

POSITION DETAILS

Position Description including Selection Criteria and Pre-Employment Work Environment Report must be uploaded via the Documents tab.

Nominee:

No user selected.

If someone is helping you with this recruitment request please enter their name above and save your JobCard as a draft (this will give them access to enter information).

If you are a nominee for a Hiring Manager please add your name into the nominee field and enter the Hiring Managers name in Section 5.

Position number:\*

No position selected.

Date opened:

31 Jul 2023

Job No.:

Leave blank to automatically create a reference No.

Position title:\*

College/Division:\*

Select

School/Faculty/Centre:

No School/Faculty/Centre found

Department/Unit:

No Department/Unit found

Team:

No Team found

Classification:

No classification selected

Stream - Professional staff only:

Select

Location:\*

Select

Positions:

Position No.	Type:	Applicant	Application status	
1	<div><div></div><div>Select</div></div>	-	-	Cancel

New:

Replacement:

Add more

Reason for vacancy:

Select

SM2+position approved by SM Remuneration Committee:

Select

PositionDescription approved by staffing Committee:

Select

Please select Type above from the drop-down. Only complete the New and Replacement boxes above if you are filling multiple positions. Do this by entering the number of new/replacement positions and click Add. Then enter the Position numbers for the additional positions.

If No please contact the Senior Appointments Team

All position descriptions in the Online Library have been approved by the staffing committee.

All new position descriptions require Staffing Committee approval. Both the approval and the endorsed position description need to be attached in the Document tab prior to the delegate approving the recruitment request.

Please note: Only one (1) document may be uploaded in the position description category.

Previous/Current position holder:

No Salary charge code 1 selected.

Salary charge code 1:\*

Percentage 1:\*

Salary charge code 2:

Percentage 2:

Salary charge code 3:

Percentage 3:

percentages adding up to 100% total.

## Type of Employment

Enter the information about the position type and hours.

**Employment Status:** Review Types of employment in accordance with the ANU Enterprise Agreement [Types of appointment](#)

**Fixed term- under which fixed term employment:** Must be selected if the 'Employment Status' is Fixed Term. *Fixed term employment schemes are outlined in section 14. [Fixed term Employment of the ANU Enterprise Agreement 2017-2021 \(varied\)](#).*

Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022 was introduced, which brought in a number of changes to the Fair Work 2009 (Cth) (FW Act). This new legislation places further limitations on the use of new fixed term contracts commencing after 6 December 2023. Please consult with your local HR Business Partners for further advice to ensure that fixed-term contracts are compliant with the new legislation.

## Method of Recruitment

Select the Recruitment process and complete the relevant remaining sections noted. *Review the allowable circumstance for Appointment without advertisement in the [Procedure](#) points 15-19.*

### TYPE OF EMPLOYMENT

Employment status:	<input type="text" value="Select"/>
Job type:	<input type="text" value="Select"/>
If Casual - Total number of hours for contract:	<input type="text"/>
If Part time - Hours per week:	<input type="text"/>
If Fixed Term/Temporary Transfer length of appointment:	<input type="text"/>
Please enter timeframe as: 0-11 months   24 months etc	
Fixed Term - under which fixed term employment:	<input type="text" value="Select"/>
Please refer to the ANU Enterprise Agreement	

### METHOD OF RECRUITMENT

Recruitment process:*	<input type="text" value="Select"/>
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For Appointment with advertisement - please complete Sections 2 and 5.  
For Appointment without advertisement (New appointment) - please complete Sections 3 and 5.  
For Appointment without advertisement (Variation to Existing Appointment) - please complete Sections 4 and 5.

## Section 2

### Advertised Appointment

### Selection Committee

Enter Selection Committee Chair and Members if known. [Selection Committee resources](#).

### Media Insertion Details & Diversity

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

All ads listed on the ANU external webpage will also be listed on [www.seek.com.au](http://www.seek.com.au).

**Other:** list any other discipline or industry specific pages.  
Note: you may be advised to create these listings yourself once the ANU ad has been created and listed online. All ads must use [ANU Masterbrand](#) and approved formatting.

**Charge code:** Where the advertisement costs will be charged to.

**Closing date:** When deciding on your closing date take into consideration the availability of your panel to shortlist and interview, public and cultural holidays and for international recruitments; government requirements for visa nominations.

### Advertising Summary

This summary text will appear on the landing page of [ANU Jobs - Current Opportunities](#).

Keep your summary short and sharp. Highlight details of the role and benefits of ANU as an employer that will catch the eye of potential candidates. E.g.

#### SECTION 2

##### ADVERTISED APPOINTMENT Selection Committee

Selection Committee Chair:

  
No user selected.

The Selection Committee Chair should have attended a Staff Selection briefing within the last three years.

Enter the names of the Selection Committee members. If the Selection Committee members are not yet confirmed leave this section blank.

Please note: Selection Committee must be formed in accordance with ANU guidelines on [selection committees](#).

Selection Committee members:

Add Selection Committee member

Recipient

No Selection Committee member selected.

Selection Committee member information:

Selection Committee comments i.e. note any noted conflict of interest:

#### MEDIA INSERTION DETAILS

Advertisement charge code:

Advertisement closing date:

ANU Internal Website:

☐ Yes ☐ No

ANU External Website:

☐ Yes ☐ No

SEEK Online (\$101):

☐ Yes ☐ No

Unijobs (\$165):

☐ Yes ☐ No

LinkedIn (~\$8 per day):

Other:

☐ Yes ☐ No

If other please specify details:

Advertising Summary:

#### Advertising Summary Example:

ANU are looking for an individual with a flair for working in a fast-paced team environment.

- Competitive remuneration, 17% super, salary packaging and leave loading
- Flexible working arrangements and generous personal, parental and cultural leave
- Located at our Acton campus in Canberra

## Advertising Text

This section will pre-fill with the template for your College or Division selected in point 4 above.

Enter the Classification, Salary package, Selling points, Position overview and contact information. Review and edit application information and requirements E.g. (see next page)

**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.

## Diversity

Answer 'Yes' in the applicable category if the advertised position is an Identified or Special Measure position.

[Procedure - Identified positions \(Aboriginal and Torres Strait Islander people/women\).](#)

Answer 'No' for all other advertised positions.

## 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](mailto: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.

Advertisement Text:

The screenshot shows a web form for creating an advertisement. At the top is a rich text editor with a toolbar and a text area containing information about ANU's commitment to diversity and inclusion, and a link to the human resources page. Below this is the 'Application information' section, which includes a list of documents to be uploaded. The 'Diversity' section follows, with two radio button questions about under-representation of women and indigenous people. At the bottom, there is a text area for recruitment strategies and a link to diversity information.

Please include advertising contact information in the advertisement text above

Diversity

Are women under-represented in this area? ☐ Yes ☐ No

Are indigenous people under-represented in this area? ☐ Yes ☐ No

If yes please list the recruitment strategies you are implementing to improve participation of these groups:

[Click here for Diversity information.](#)

### Section 3

#### Non Advertised Appointment

Enter the Reason, Justification and Details of appointee.

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

#### SECTION 3

##### NON ADVERTISED APPOINTMENT

Reason:

Please provide justification for employment without advertising (or attach separate supporting statement):

Details of requested appointee:

Does the employee have Australian working rights: ☐ Yes ☐ No

Is the individual extremely well qualified for the position and already known to the ANU? Provide information around their skill-set including accomplishments and qualifications. Also include referee checks to provide additional rigour around the recruitment process.

Is the individual extremely well qualified for the position and already known to the ANU? Provide information around their skill-set including accomplishments and qualifications. Also include referee checks to provide additional rigour around the recruitment process.

### Section 5

#### Validation & Approval

**Hiring Manger:** Position Supervisor or Manager

**Approval process:** Select the relevant approval process, this will populate the box below. Enter name or UID number of each required approver/staff member.

**Recruitment Selection Support:** Enter name of Local area HR support person or Team. If you do not know who this person is, insert "Central HR" in this field. They will be notified and allocate the correct person to the job.

**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.

#### SECTION 5

##### VALIDATION & APPROVAL

[Click here for delegation information.](#)

Hiring Manager:\*

Approval process:\*

Approval process:\*

2. Finance Endorsement:

3. Delegation D3 eg CGM, RS or SD Director:

4. Central HR Advert & Redeployment Check:

Recruitment Selection Support:\*

[Next page >](#)

Fields marked with an asterisk (\*).

None

Advertised Employment - Academic Staff, Lev E, <1y

Advertised Employment - Academic Staff, Lev E, >1y

Advertised Employment - Academic Staff, Levels A-D

Advertised Employment - All Casual Staff

Advertised Employment - Prof. Staff (non casual)

Conversion - All Staff

Employment without Advertisement - All Staff

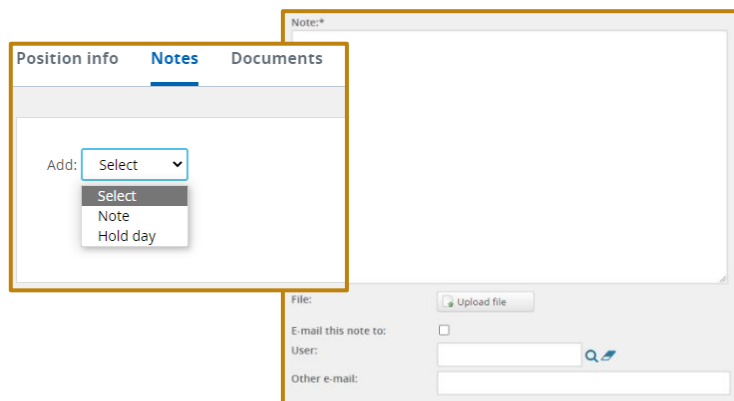
Extension - All Staff

HR Div Senior Appointments - 3 workflow steps

HR Div Senior Appointments - 4 workflow steps

## Step 5. Using the Notes Tab

The Notes tab 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 tab



## Step 6. Using the Documents Tab

The Documents tab is used to store job related documents.

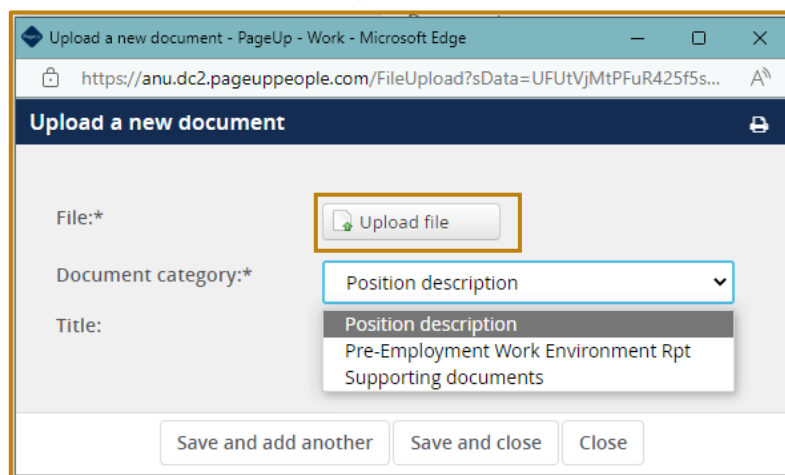
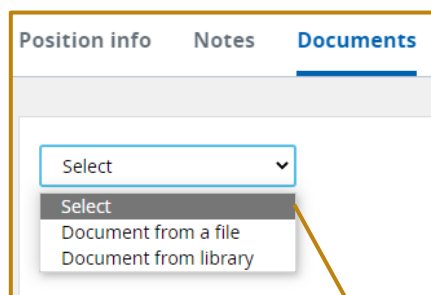
**Position Description:** Select document from a file from the drop down list, click 'upload file' and search for the applicable Position Description in your files, add the document title the click 'Save and add another' or 'Save and close'.

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.

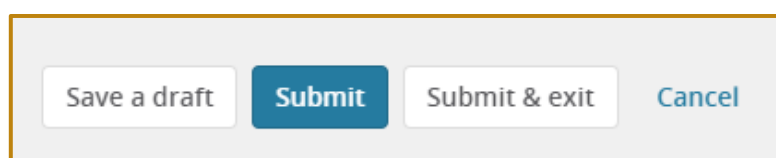
**Non-Advertised appointment:** Attach appointee CV, references and other supporting documentation. Follow the same upload processes as position description.



## 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.	
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