



## AFP National Guideline on AFP vacancy information

Metadata	
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### 1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on disclosure of information](#).

## Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

## 2. Authority to create this guideline

This guideline was issued by the Manager People Strategies using power under s. 37(1) of the [Australian Federal Police Act 1979](#) as delegated by the Commissioner under s. 69C of the Act.

## 3. Acronyms

**AFP** Australian Federal Police

## 4. Definitions

**Publication** - means electronic publication, but may also include other forms of publication as determined by the Commissioner.

## 5. Introduction

This guideline establishes requirements (including purpose and content) for the publication of information concerning vacant roles in the AFP. This guideline should be read in conjunction with the [Australian Federal Police Commissioner's Order on Selection for Vacant Roles \(CO7\)](#).

## 6. Publication purpose

The purpose of publishing such information is to advertise vacant roles and invite applications to fill those vacancies.

## 7. Required contents

Each advertised vacancy must include:

- eligibility status - e.g.:
  - restricted - to roles which require the exercise of police powers
  - restricted - to roles which are determined to require the application of police experience, knowledge and training
  - restricted - to roles which are to be advertised internally, with eligibility restricted to AFP employees or other specified categories of persons
- role title
- role level and/or salary range
- contact officer detail
- vacancy reference (includes role description and selection criteria)

- about applying for vacancies and the AFP's Independent Selection Advisory Panel
- other information for applicants\*.

\*N.B. Other information provided for applicants may include other requirements specific to the advertised vacant role(s), or general information pertaining to application, as approved by the Manager People Strategies.

## 8. Publication

Vacancy information will usually be published every Thursday. Information on all advertised vacant roles will be available through the AFPHUB for the benefit of potential internal applicants. Information on all externally advertised vacant roles will be available through the AFP website for the benefit of potential external applicants.

If technical or operational reasons prevent publication, the Manager People Strategies must issue an All-Staff email to advise potential internal applicants of alternative arrangements. Vacancy information may also be published at other times, to meet special operational requirements.

## 9. Responsibility for publication

The Commissioner is the publisher of all advertised vacancy information.

The Manager People Strategies ensures that the content of each advertised vacant role conforms to the purposes set out in this guideline.

## 10. Transitional provisions

Any previous reference to the AFP Vacancy Gazette must be read as a reference to the publication of information on vacant roles as required by this National Guideline.

## Further advice

Any questions relevant to the content of this National Guideline should be referred to the Coordinator Recruitment Strategies.

## References

- [Australian Federal Police Act 1979](#)
- [Australian Federal Police Commissioner's Order on Selection for Vacant Roles \(CO7\)](#)