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The Australian Public Service Commission (APSC) has developed the Australian Public Service (APS) Redeployment Register to support the management of redeployment across the APS. The APSC has provided access to the register through the APSjobs website and is responsible for the maintenance of the register.

The purpose of this document is to provide technical information to APS agencies about the operation of the APS Redeployment Register. It provides instructions:

- for agencies wanting to register their employees who are excess or have been formally advised that they are potentially excess and wish to be considered for APS-wide redeployment

- for agencies with vacancies on how to use the redeployment register to consider employees for available vacancies.

The redeployment register has been developed to support the APS Redeployment Policy, the key features of which are outlined below.

**The APS Redeployment Policy**

In summary, the Government’s APS Redeployment Policy, announced on 21 April 2011, provides that:

- agencies with employees that are excess or have been formally advised that they are potentially excess will need to consider them for placement within the agency before undertaking any external advertising, and to explore redeployment options for these employees within the wider APS, including the option of the employee placing their details on the APS-wide redeployment register

- agencies with vacancies are to consult the register, prior to or concurrently with advertising, in order to consider the suitability of employees seeking redeployment from other agencies.


**General Advice**

APS agencies are responsible for the management of their employees in accordance with legislation and the provisions of their enterprise agreement(s).

The APS Redeployment Policy states that redeployment is the joint responsibility of the agency and employee. Employees are encouraged to actively pursue alternative employment opportunities to maximise their prospect of successful redeployment.

Employees will be encouraged to discuss redeployment options with their HR/People team and actively market their experience, abilities and achievements.
In addition to registering for redeployment, APS employees should be encouraged to search for jobs advertised in the APS Employment Gazette at APSjobs.gov.au.

In accordance with the redeployment policy, agencies will ask employees if they would like to be included on the redeployment register.

Where the employee agrees to being placed on the redeployment register the following steps are taken:

1. agencies undertake initial registration of the employee on the register
2. the system generates an automated e-mail to the employee providing login details
3. the employee completes registration by providing additional information and employment details
4. the system generates an automated e-mail to the agency advising the registration has been completed by the employee
5. any APS agency can search the register for suitable candidates
6. agencies record the outcome for their employees (e.g. Placed in another APS agency, Placed in own Agency, Accepted Voluntary Redundancy).

Please note: Agencies and employees have the ability to edit information provided on the redeployment register up until an outcome is recorded.

Agencies have the ability to search the entire register to match suitable employees to vacancies within their agency.

Each agency has been invited to nominate up to four ‘Agency Contacts’ who will be granted access to the redeployment register. The redeployment register provides a page which lists all the names and contact details of the ‘Agency Contacts’. The contact list can be used to:

- facilitate contact with other ‘Agency Contacts’
- further discuss redeployment options
- answer questions relating to employees
- talk about possible job exchange.

**The Redeployment Register**

The purpose of the register is to support the APS Redeployment Policy by facilitating a central register of employees seeking redeployment within the APS. Agencies can use the register to match suitable candidates to their vacancies.

There is no guarantee that registered employees will be offered redeployment.
Hints and tips for using the register

- Fields marked in bold text are mandatory and must be completed before moving on to the next screen.
- Fields that are not bold are optional.
- As an agency you are encouraged to list an employee’s current role. Please note: individuals will be able to list multiple preferences where they have experience in more than one job category.
- Agencies are encouraged to use standard APS classifications (APS1 to APS6 and Executive Level 1 and 2) to maximise the matching of suitable candidates to vacancies across the APS.
- Agencies are encouraged to conduct an initial search using the job category and classification fields.

Instructions on how to use the register

Your Auto generated email from APSjobs to ‘Agency Contact’
How to log-in

Select Login from right hand side

Enter Login details
Change your password

From this screen, click on the Administration Tab
This is the main Administration screen for the redeployment register (if this is your only allocated access role)

Please note: If you have more than one access role for APSjobs your screen will list all Redeployment Register roles including the Job Exchange component.
Create employee on redeployment register
Click on Create Redeployment Register Employee

Add relevant employee details. Please ensure you check to see if they are an existing user in the APSJobs system first by typing in their email address. If they are, many of the fields will be pre-populated.
(Create employee screen shot continued). Referral date is the date you register the employee.

Once you click ‘save and email’ the ‘edit user’ screen will appear. If you wish to change any of the employee’s details you can do so at any time. (Please note: ‘no roles’ refers to ‘no system access’ roles which has no bearing on the employee’s registration)
The employee will receive the following email once you have saved and emailed their details.

Dear Employee,

Welcome to APSJobs. You are now invited to add your details and employment preferences to create your personal summary.

This one page summary will be used to market your skills and experience to prospective agencies.

Please log in to APSJobs at www.apsgov.au/Membership/Logon.aspx?email=APSRedeploymentRegister@aps.gov.au&mode=ECP!CZ.

Your Password is: ECP!CZ.

The password must be entered exactly as it appears above, including upper and lower case, and all special characters.

When you next log on to the system, you will be asked to enter a new password that should only be known to you.

Please ensure that your login details are kept in a secure location.


Your privacy and the Australian Public Service Redeployment Register

This statement applies to personal information collected from an individual Australian Public Service (APS) employee and their current agency by the Australian Public Service Commission (APSC) and held in the Redeployment Register.

The purpose of the Redeployment Register is to allow you, if you have agreed, to be considered for redeployment to suitable vacancies across the APS.

As part of the process of placing your details on the Redeployment Register you will be asked to provide the APSC with personal information including details of your current employment status, work history, skills and experience and identifying information including your Australian government Service (AGS) number.

Some information will have already been provided by your agency as part of your initial registration, and if you believe it is not accurate you are able to ask your agency to correct this information.

Who will have access to your information?

Your personal information will be held by the APSC in the Redeployment Register. It will only be used to assist you to seek redeployment within the APS, and for management purposes such as reporting and statistical analysis.

The information on the Redeployment Register is not available publicly.

The information will be disclosed to APS agencies who have a job vacancy and who wish to consider potentially suitable registered employees. Agencies will access the information through a secure login facility. In the course of this consideration, agencies may disclose your personal information to others involved in their recruitment exercise including recruitment firms, who will also be bound by certain privacy provisions. Agencies may disclose your personal information on the Redeployment Register to your referees.

When the employee has filled in their resume details in their account you will receive an email.

Dear [Name],

This is an auto-generated email from the Online Redeployment Register to confirm that [Name]'s Redeployment has successfully registered and submitted all relevant personal information.

This transmission is intended only for the use of the addressee and may contain confidential and/or privileged information. Any use or dissemination of this communication by a person or entity other than the intended recipient is strictly prohibited. If you have received this transmission in error, please notify us immediately by return email to apscinfo@aps.gov.au and delete all copies of this transmission together with attachments. The information in this transmission is published for general information only and persons concerned with any issues raised by it should obtain their own professional advice.

The Job Exchange Register

The Job Exchange Register was added as part of Phase II of the Redeployment Register and may assist to facilitate the transfer of an excess or potentially excess employee with an employee from another agency who is seeking voluntary redundancy.

Agency Redeployment Administrators can add approved job swap options to the Job Exchange Register and can also search the Job Exchange Register on behalf of Redeployment Register clients from their agency.

Authority for approving a job to be included in the Job Exchange function rests with agency heads (or their delegate with authority to approve s26 PS Act transfers if the agency head so decides). Agencies will have to implement their own processes to identify what jobs, if any, they consider suitable for job exchange and should consider the following issues as part of that process as highlighted in the APS Redeployment Policy:

- preservation of corporate knowledge
- maintaining the required skills within the agency
- maintaining appropriate diversity profiles
- succession management

Adding a job to the Job Exchange Register

Once a job has agency approval to be listed on the Job Exchange Register an Agency Redeployment Administrator can list the position through the following process:

Select ‘Job Exchange Administration’
Select ‘Create New Position’

In the next screen you can add the relevant position details including:

- Job Title
- Department/Agency
- State
- City/Suburb/Region
- APS Classification
- Job Category (more than one can be selected)
- Required Skills
- Working Arrangements
- Estimated Voluntary Redundancy value (not including annual or long service leave)
- Position Description
- Length of time the position is to stay in the register
Searching the Job Exchange Register

From the Administration Menu select the ‘Find Job Exchange Register’ tab.

You will now be in the ‘Search Job Exchange Register’ screen. From this screen you will be able to search on the following fields:

- Job Title
- Department/Agency
- State
- City/Suburb/Region
- APS Classification
- Job Category (more than one can be selected)
- Skills
- Working Arrangements
- Estimated Voluntary Redundancy value (not including annual or long service leave).
Should you identify a Job Swap position that may be a suitable match for a Redeployment Register client from your agency you can approach the agency where the job swap is available through the Agency Contact list (details regarding the use of the Agency Contact List are available on page 23 of this guide).

‘Manage Employee Details’ or ‘Create an Outcome’

This function is used when an ‘Agency Contact’ wishes to edit an employee record or a change in status of their employee (i.e. if successfully redeployed).

Click on the Administration tab in the menu. Select ‘Manage Employee Details and Outcome’

Search for your employee
Click on employee’s email address link to get taken to the next screen

To edit existing details click ‘Edit Employee Details’. To Create Outcome click ‘Create Outcome’
Option 1 - Edit existing details and click save
Option 2 - Create outcome and click ‘Save’

In the case where the relevant outcome is ‘Placed in the APS’ you will be prompted to confirm if the placement was the result of a job exchange.

In cases where the outcome is a result of a Job Exchange you will be prompted to enter further information regarding the Job Exchange function.
If you wish to view the outcome of an employee again refer to steps above to find your employee. This will allow you to search for the employee and you can now ‘view’ and then change their outcome.
To change the outcome if you have made an error – click on ‘Remove Outcome’ and add the correct outcome details.

**Conduct a candidate search**

Click on the ‘Find Employees’ link.
Enter your search criteria by completing the job classification and job category for both search criteria on the screen e.g. ‘Employee Details’ and ‘Employment Preferences’.

The default option for the three radio buttons should be ‘All’.

Then click on the search button.

When entering search criteria you can search for numerous classifications and job categories at the one time by holding the control button and selecting various options.
Your search result will list employees who match those requirements. Either click on the check box and then click the ‘View and Print selected CVs’ button or click on the name link. ‘Agency Contacts’ can view the PDF of the personal summary or save it and send in an email to either the relevant recruitment contact internally or to your own email address.

PDF of ‘Personal Summary’
Accessing the ‘Agency Contact’ list

Click on Registered ‘Agency Contact’ List

This screen will show you the list of all of the ‘Agency Contact’ (admin users) who have access to the redeployment register. Please note - this list can only be accessed by other ‘Agency Contacts’ (admin users) and not by employees.

This contacts list is useful when you want to contact an ‘Agency Contact’ from a different Agency to discuss or answer questions relating to their employees.
Redeployment register reports

Click on Redeployment Register Reports

Reporting functionality will be available once the redeployment register has been populated with employee details. Click the relevant report you wish to view and the details will be populated into an excel spreadsheet. You will only see information relating to your Agency.
Example of a report

Privacy - Redeployment Register

It is important that employees are aware that their personal details (including the contact details of their referee’s) will be accessed by Agency users with login approval to the Redeployment Register. Employees should also be aware that if they provide referee contact details they should inform their referee that an ‘Agency Contact’ could speak with them.

Employees will be provided with the following privacy statement when they are initially registered.

**Your privacy and the Australian Public Service Redeployment Register**

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The purpose of the redeployment register is to allow you, if you have agreed, to be considered for redeployment to suitable vacancies across the APS.

As part of the process of placing your details on the redeployment register you will be asked to provide the APSC with personal information including details of your current employment status, work history, skills and experience and identifying information including your Australian Government Service (AGS) number.
Some information will have already been provided by your agency as part of your initial registration, and if you believe it is not accurate you are able to ask your agency to correct this information.

**Who will have access to your information?**

Your personal information will be held by the APSC in the redeployment register. It will only be used to assist you to seek redeployment within the APS, and for management purposes such as reporting and statistical analysis.

The information on the redeployment register is not available publicly.

The information will be disclosed to APS agencies who have a job vacancy and who wish to consider potentially suitable registered employees. Agencies will access the information through a secure logon facility. In the course of this consideration, agencies may disclose your personal information to others involved in their recruitment exercise including recruitment firms, who will also be bound by certain privacy provisions. Agencies may disclose your personal information on the redeployment register to your referees.

Your personal information will also be disclosed to your own agency as part of the administration of the redeployment register.

Note that the Australian Public Service Commission is bound by the Information Privacy Principles of the **Privacy Act 1988**.

**Training programs and materials**

Agencies should discuss training and development options with their employees. The APSC provides a range of programs which can assist and support APS employees who might be seeking redeployment on a fee for service basis, see the link below for contact details.

**Useful publications and web links**

*AP$jobs* (to assist with finding vacancies)
[www.apsjobs.gov.au](http://www.apsjobs.gov.au/)

*Training Courses* (for skill development)

*Cracking the Code: How to apply for jobs in the Australian Public Service* (to assist with applying for jobs)

*The Integrated Leadership System* (to assist with identifying key skills and attributes)
Redeployment queries

Agency enquiries can be directed to the contacts on the Employment Policy page. Individual employees with enquiries about their own circumstances will be encouraged to discuss their enquiries with their own HR/People team.

Information about the online system and technical support is available from APSC-redeploymentregister@apsc.gov.au or call (02) 6202 3559.