

Casual Employment Pool Fact Sheet

This fact sheet provides information to applicants, current employees and managers regarding casual employment pool supporting Desert Support Services (DSS). The pool enables DSS to access readily available candidates for casual employment in a timely manner, following merit-based selection processes.

Applicants may apply for casual employment pool positions at any time and applications will be assessed through selection processes conducted at various times throughout the year. Successful applicants will be advised that they have been recommended for the pool and may be offered casual employment as vacancies arise within a period of 12 months.

Principles of the recruitment pool:

- Pools will be in operation for specific position descriptions, in particular where there is a heightened requirement to fill vacancies;
- The pool will operate on a continuous basis for 12 months;
- Applications for the pool will be accepted at any time within the 12 month timeframe;
- The pool will usually remain advertised for 12 months and then renewed each year;
- Where an applicant has been advised that they have been accepted into the pool, the recommendation is valid for a period of 12 months;
- Recommended candidates in the pool may or may not be offered casual employment;
- Recommended candidates can accept casual employment and once the contract is completed they will return to the pool, if the end of the contract is within the 12 months since their recommendation;
- If a recommended candidate accepts an offer they will not be made any further offers of employment, unless they return to the pool (see above);
- Recommended candidates who are not offered casual employment within 12 months will be required to re-apply for the following year's recruitment pool;
- There is no guarantee that an offer of casual employment will be made to recommended candidates within the 12 month period;
- Opportunities will – most likely - be in remote Western Australian locations;
- Notification of acceptance into the pool does not constitute an offer of employment; and
- Recommended candidates must meet all DSS pre-employment requirements before they can be offered employment.

Offers and placement:

A delegate will consider the following in determining whether an offer of casual employment is made to a particular candidate:

- Operational need and opportunity;
- The skills, experience and abilities of the candidate identified through the merit selection process; and
- The location preference and work preference.

How can I apply?

Information about the qualification, the position and a copy of the job description is available at <https://www.desertsupportservices.com/employment/>

Details on how to apply can also be found on the employment page of the website.

How long will the selection process take?

Selection processes occur regularly throughout the 12 month period. Once the selection process commences it will take from 4 to 8 weeks.

What does the selection process involve?

1. Online application process
2. Interview and referee check
3. Criminal history and background checks

How often do vacancies arise?

Vacancies may arise at any time throughout the year and will be dependent on the needs of the organisation and opportunities available.

How long are vacancies?

Vacancies that arise at this time are temporary and aligned with operational need and opportunity.

What is meant by a 'Conversion' to ongoing?

Where applicants are initially employed on a temporary basis and the role becomes an ongoing vacancy, a manager can seek to 'convert' that employee to ongoing. This employment process requires the approval of Senior Management and is subject to the following criteria:

- Twelve months service in the role
- Appointment via merit selection process
- Satisfactory performance
- The position is a genuine ongoing vacancy.

For further information contact DSS Recruitment on (08) 9425 2099.