



Recruitment Pools

Fact Sheet

This fact sheet provides information to applicants, current employees and managers regarding recruitment pools in the Department for Child Protection (DCP). The pool enables DCP to access readily available candidates for employment in a timely manner, following merit-based selection processes.

Applicants may apply for 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 temporary or ongoing employment as vacancies arise within a period of 12 months.

Principles of the recruitment pool

- Pools will be in operation for specific roles, in particular where there is a regular 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 be offered temporary or ongoing employment; roles may be full-time or part-time.
- Recommended candidates can accept a short term contract 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 of employment they will not be made any further offers of employment, unless they return to the pool (see above)
- Recommended candidates who are not offered 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 employment will be made to recommended candidates within the 12 month period
- Offers may - on occasion - be in country locations
- Notification of acceptance into the pool does not constitute an offer of employment
- Recommended candidates remain non-public sector employees until they are offered and accept employment
- Recommended candidates must meet all DCP pre-employment requirements before they can be offered employment

Offers and placement

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

- Operational need
- The skills, experience and abilities of the candidate identified through the merit selection process
- The location preference and work preference (where applicable - i.e. assessment and support) of the candidate

Further information: DCP Recruitment on (08) 8226 3824 or [Commissioners Guideline Recruitment](#)

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Frequently Asked Questions

How can I apply?

Information about the qualification, the position and a copy of the job description is available at

<https://www.childprotection.sa.gov.au/work-with-us>

- Interested applicants must apply via the DCP Career Portal
- Provide an updated Curriculum Vitae (CV) detailing professional work history
- Provide contact details for two current or recent referees, including your current line manager
- Provide copies of degree certificate, academic transcripts, where applicable
- Provide a copy of your current DCSI Child Related Employment Screening Clearance and complete the Employment Declaration

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?

The selection process will vary dependant on what position or pool you are applying for:

AHP1 Social Worker Pool:

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

OPS3 Child & Youth Worker (Residential Care) Pool:

1. Online application process
2. Interview and referee check
3. Suitability assessment
4. Criminal history and background checks
5. Pre-employment medical assessment

When is a recruitment pool used?

Currently there is an AHP1 (Social Worker) recruitment pool and an OPS3 Child & Youth Worker recruitment pool. Where there are a number of recommended applicants from other recruitment processes, a pool may be formed.

Can I apply for a Social Worker position if I do not have my parchment?

Yes, but you cannot be offered employment until you have received your transcript indicating successful completion of the qualification.

How often do vacancies arise?

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

How long are vacancies?

Vacancies that arise may be ongoing or temporary (term). We are committed to ensuring that staff are employed on an ongoing basis, where possible. There will be times where staff must be employed on a term basis, particularly when they are 'backfilling' another staff member. A person can only be employed in this arrangement for the period of time that the employee that they are backfilling is absent from those particular duties.

What happens when my temporary contract ends?

Recommended candidates can accept a short term contract (which can be extended further where possible); once the contract is completed the candidate will return to the pool, if the completion of the contract is within the 12 months since their initial recommendation into the pool. Please contact your Directorate Business Manager in this scenario.

Can I elect to be considered for ongoing employment only?

Yes. Candidates will need to advise the selection panel of this preference. However, if you are not made an ongoing offer of employment (or do not accept an offer) within the 12 months from your initial recommendation into the pool, you will need to reapply after 12 months to be reconsidered.

What is meant by a 'Conversion' to ongoing?

Where staff are initially employed on a term 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 the relevant delegate 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.

What if I only want to work part-time?

DCP aims to support and promote fair and appropriate work life balance for all of its employees in all worksites. A range of flexible working arrangements are available to assist employees to balance work demands and family, personal pursuits and responsibilities. Requests for part-time arrangements are considered on a case by case basis, in accordance with departmental policy. Feel free to contact DCP Recruitment on (08) 8226 3824 for further information.

Is my employment subject to a period of probation?

Yes, for all employees who are new to the South Australian Public Sector. The length of your probation will depend on the length of your employment.

What about AHP1 to AHP2 Peer Assessment Process?

The Peer Assessment Process is detailed in [the South Australian Public Sector Parity Enterprise Agreement: Salaried 2017](#) and applicable to all employees within the AHP stream.

Peer Assessment Guidelines are accessible on the [SA Health Website](#).

Applications addressing the criteria can be forwarded to DCPHRAdmin@sa.gov.au

When do I need to reapply?

Your recommendation will remain valid for twelve (12) months from the date you are advised of the initial recommendation. Candidates are encouraged to reapply after this period.

Further information: [Commissioners Guideline Recruitment](#)