

REQUEST TO ADVERTISE A POSITION FORM

250

TO BE RECEIVED AT HRM ON ANY GIVEN MONDAY -

TO BE ADVERTISED - THE FOLLOWING WEEK

The appropriate Director must approve all new or revised Position Descriptions

In Order To Process This Form - An Up To Date Position Description Must Be Attached and e-mailed

One In Hard Copy Format and The Second In Electronic Format to HRM e-mail: bhsdrecruit@health.qld.gov.au

SECTION 1 - POSITION DETAILS

POSITION TITLE: DIRECTOR OF SURGERY
COST CENTRE: SURGICAL DIVISION - SURGERY
630325

CLASSIFICATION: (PAY PURPOSES) MOI-1 TO MOI-7
PERMANENT: FULL TIME PART TIME 80 HOURS PER FORTNIGHT
TEMPORARY: FULL TIME PART TIME HOURS PER FORTNIGHT

REASON FOR VACANCY:

NEW POSITION REPLACEMENT OTHER
LATTICE CREATE NEW POSITION FORM (WRITTEN RESIGNATION ADVICE MUST BE ATTACHED) (EG TEMPORARY)
- MUST BE COMPLETED - FROM (QHIN) - (QHEPS)

VACANCIES WILL ONLY BE ADVERTISED FOLLOWING DETERMINATION BY SSDS THAT THERE ARE NO SURPLUS EMPLOYEES SUITABLE FOR APPOINTMENT

SECTION 2 - ADVERTISEMENT REQUEST

AS PER PRESS RECRUITMENT ADVERTISING GUIDELINES (NOV 98) - IT IS ONLY WHERE PARTICULAR EXPERTISE IS REQUIRED WHICH ARE NOT AVAILABLE WITHIN QLD HEALTH THAT THE POSITION SHOULD BE ADVERTISED IN THE PRESS.

There is no requirement to advertise any position in the newspaper. Recruitment activities should try to tap into the skilled staff within Qld Health as a first option. It is only when the expertise is unlikely to be found within the state system that wider advertising should be contemplated.

Where it is determined that a suitable applicant pool is not available through internal notification of a vacancy, press recruitment advertising may proceed.

Please Note: No Duties/Abilities are inserted in the Courier Mail or Australian advertisements
Please Note: All Nursing positions are placed on the SEEK - Internet Site - No fee applicable

Is a "Working with Children Check" required in the advertisement? (See Circular ER62/01 or HRM Unit) Yes No

- QLD HEALTH SERVICES BULLETIN - \$30 INTERNAL NOTIFICATION WITHIN BUNDABERG DISTRICT
THE COURIER MAIL - Thursday - Approx \$300 - \$500 NOTIFICATION WITHIN OTHER DISTRICT HEALTH SERVICES
THE AUSTRALIAN - Saturday - Approx \$600 - \$800 THE INTERNET - Seek Site - (www.seek.com.au) - Approx \$100
BUNDABERG NEWS MAIL - Saturday - Approx \$200
OTHER PUBLICATION/S: (PLEASE SPECIFY EG: British Medical Journal \$2 000) Employment Bulletin

DUTIES/ABILITIES: (\$45 000/PA SALARY 40 WORDS MAX/\$60 000 PA SALARY 60 WORDS MAX/OVER \$60 000 PA SALARY 150 WORDS MAX) Usually copied from the Position Description -

NAME ENQUIRIES: REES NYDAM PHONE ENQUIRIES: 4150 2210
KIT ENQUIRIES: (07) 4150 2066

RECEIVED HRM

31 OCT 2002

SECTION 3 - CERTIFICATION

IT IS CERTIFIED THAT:

- FUNDS ARE AVAILABLE FOR THIS POSITION WITHIN APPROVED BUDGET ALLOCATION;
FILLING OF THIS POSITION WILL NOT RESULT IN A BUDGET ALLOCATION BEING OVER EXPENDED;
APPROPRIATE REVIEWS HAVE BEEN CONDUCTED TO ENSURE THAT FILLING THE VACANCY IS NECESSARY OR THAT A NEW POSITION IS WARRANTED.

MANAGER/SUPERVISOR: DATE:
DIRECTOR: DATE: 31/10/02
DISTRICT MANAGER: DATE: 31/10/02

QHB.0020.0002.00353

As per Press Recruitment Advertising (Nov 98) - Directors and Managers should give careful consideration to the necessity of press recruitment advertising to fill a certain position, as well as to the extent and cost involved. District Health Managers should determine if a suitable applicant pool is available within their District Health Service. If so, there will be no need for press recruitment advertising.

ADVERTISEMENT TO BE ADVERTISED THE FOLLOWING WEEK