

Jobs and Skills Exchange

The JSE is an innovative way of expanding career, training and development opportunities for everyone working in the Victorian Public Service (VPS) and supported by the Community and Public Sector Union (CPSU).

The JSE will be a first for the VPS and through it, VPS employees will enjoy unprecedented visibility of, and priority access to, all job opportunities across the VPS before they are advertised externally.

The JSE will provide a centralised digital platform to Victorian Public Service (VPS) staff to access career development opportunities.

Over time, the platform will support skills development and other initiatives to upskill and mobilise VPS staff. This includes opportunities for staff to update and refresh their skills, so their skills are transferrable to new roles and opportunities.

Employees will be able to browse all existing job opportunities within the VPS and narrow their search by work type, location, organisation or salary range. Other opportunities, including secondments, will be added to the platform over time.

The establishment of the JSE will support the changing priorities of the Victorian Government as it delivers significant new projects and services to Victorians.

VPS employees will have greater visibility of opportunities from across the whole of the VPS to support the government to achieve its strategic objectives.

Gavin Jennings

Special Minister of State

Karen Batt

Victorian Branch Secretary Community and Public Sector Union

VPS first



How does the JSE platform work?

The JSE provides a centralised digital platform to access all job opportunities within the VPS, while standardising relevant HR processes to make it easier for staff to move across departments and develop their careers.

In a single place, the JSE brings together both externally advertised jobs and roles that were previously only advertised on department intranets or the VPS Hub.

From late 2019, VPS employees will enjoy unprecedented visibility of, and priority access to, all job opportunities across the VPS before they are advertised externally.

Initially the platform is limited to the VPS, rather than the broader public sector. This will make sure the system can be refined before full public sector roll out. To find out more about the Victorian Public Sector visit the Victorian Public Sector Commission.

The platform will undertake user testing and refinement in collaboration with staff, HR directors and recruitment managers.

From late 2019, we anticipate revised policy will support all new VPS roles or vacancies to be advertised internally to staff on the JSE platform prior to any external advertisement.

Future phases of the JSE implementation will allow staff to create a job-seeking profile within a secure database at the back end of the platform that can be accessed by the JSE staff and potential employers.

Ongoing engagement with employees, HR directors and unions will continue to inform the JSE design and operating model.



What do I have to do?

Visit <http://vps.careers.vic.gov.au> and create an account to access career development opportunities.

You will need a valid VPS email address to get started

Why is the JSE here?

The Victorian Government is committed to ensuring an efficient, fair and high-quality public service. Designed by and for VPS staff, the JSE supports the need for a more modern, flexible, high-performing and agile public service and will enhance career development opportunities for all staff, while reducing the use of labour hire and contractors.

The People Matter Survey shows that movement of employees between public service organisations is relatively low and some employees are more likely to leave the public service to build their careers.

The JSE represents a significant opportunity to re-think how our business processes and workplace culture better enable the movement of staff internally and increase their access to skill development opportunities to build their careers.

We're making it easier for staff to find new opportunities and hiring managers to find great talent within the VPS.

Who is leading this work?

The JSE has been established in the Department of Premier and Cabinet and will report to the Victorian Secretaries Board.

The JSE will be advised by a committee, including representatives of the Department of Premier and Cabinet, the Department of Treasury and Finance, the Victorian Public Sector Commission, Industrial Relations Victoria and the Community and Public Sector Union.

An inter-departmental committee will support JSE's design, operations and performance.

What does it mean for hiring managers?

Hiring and recruitment managers are now able to list job opportunities on the platform using existing HR processes.

From late 2019, all job opportunities will be required to be listed exclusively on the platform for a set period of time. Staff will be provided with priority access to jobs before they are advertised externally.

Ongoing user testing and refinement will be undertaken with VPS staff, HR directors and recruitment managers to standardise HR processes, making it easier for staff to move across departments and develop their careers.

Hiring managers will benefit from increased cross-department visibility of job vacancies and, potentially, more VPS applicants applying for roles.

We're making it easier to find good talent that already exists in the VPS.

What does it mean for staff looking for roles?

The JSE brings together both externally advertised jobs and roles that were previously only advertised on department intranets or the VPS Hub.

From late 2019, staff will enjoy unprecedented visibility of, and priority access to, all job opportunities across the VPS before they are advertised externally.

Over the next year new initiatives and features will be delivered by the JSE as the team works with stakeholders to evolve the platform, integrate skills and mobility approaches and re-design business practices.

Can fixed-term and casual staff access opportunities?

Yes. Fixed term and casual staff can create an account with the JSE and access career development opportunities for the duration of their employment. If they leave the VPS, they will no longer have access to the JSE platform.

How does JSE help to develop / recognise my skills and quals?

The JSE will help staff to identify and access opportunities across the VPS and enhance their capability to contribute to a secure, permanent and continually high-performing VPS.

Initially, the JSE will raise the visibility of existing VPS professional development opportunities. The JSE platform provides staff with links to learning and development opportunities on their own department's intranet and the Innovation Network.

The JSE will pursue micro-credentialing—the process of formally recognising the existing and newly-obtained skills of staff. The JSE will also work with educational providers to leverage knowledge and geographical networks to develop and deliver contemporary training and skills that will support workforce development.

Who will see my information?

The information provided by you when you register on the digital platform may be accessed by JSE staff who work for the Department of Premier and Cabinet and the Victorian Public Sector Commission, as both operate the platform.

Personal information that is collected by the platform will be used by and disclosed to Victorian Government employees or contractors whose duties require them to use it.

For example, if you apply for a job through the JSE, your details may be passed to a person in the department who is responsible for filling that position

How will JSE support diversity / inclusion in our workforce?

The JSE is committed to the principles of diversity, inclusion and equity, to ensure that all people:

- are treated with dignity and respect
- have equitable access to employment opportunities and outcomes
- have the ability to participate in all aspects of work life
- can achieve their full potential.

The JSE will ensure that career development opportunities advertised through its platform contribute to and promote existing diversity and inclusion action plans.

For more information visit Workforce Programs at the Victorian Public Sector Commission.

How does JSE relate to the base review process underway?

The government has an ambitious reform agenda and is committed to growing services and infrastructure designed to improve outcomes for Victorians.

The base review process underway assesses each department's operations, programs and administration to identify their alignment with the Government's priorities and responsibilities and opportunities for efficiencies both within and across departments.

The review will examine the use of labour hire and consultancies with a continued commitment to draw on the immense talent across the public service.

The JSE has been established to help facilitate this work. This will include providing career opportunities, including skills matching and development, to support a secure and high-performing workforce.

The government is committed to working closely with staff and stakeholders to develop the JSE so that it supports staff and helps supply the skills that government needs to deliver its priorities.

How does the JSE relate to One VPS?

One VPS aims to build a workplace culture that encourages and enables cross-departmental mobility, collaboration and innovation. It will focus on people, process and technology and address barriers to change.

The JSE responds to the government's election commitment to ensuring an efficient, fair and high-quality public service.

The JSE supports a coordinated whole of Victorian Government approach to strengthen common workplace policies and practices across the public service and build on a number of initiatives recently developed which support common workforce policies and approaches.

One VPS and the JSE teams will work together to coordinate and deliver significant initiatives in public sector reform.

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