

From: [Matt Asquith](#)
To: [APSC - Staffing Policy](#)
Subject: HPRM: SES Redeployment Register Checks
Date: Friday, 16 February 2018 2:23:06 PM
Attachments: [Position Description - Senior National Judicial Registrar - FINAL DRAFT.....docx](#)
[Position Description - National Judicial Registrar - FINAL DRAFT.DOCX](#)
[SES Vacancy Form - Senior National Judicial Registrar.docx](#)
[SES Vacancy Form - National Judicial Registrar.docx](#)

UNCLASSIFIED

Good afternoon,

Please find attached 2 forms and 2 positions descriptions to undertake your SES redeployment register check.

Regards

Matt Asquith | Recruitment Advisor, Human Resources

Corporate Services | Federal Court of Australia

Level 1, 43 Burelli Street, Wollongong NSW 2500

p. Wollongong: 02 4253 6230 | e. [.@.](#)

www.fedcourt.gov.au

Appendix C – SES Vacancy form

SES Redeployment Register

The SES Redeployment Register facilitates the movement of SES employees identified as displaced, or potentially displaced, and who have expressed interest in continuing to work in the APS

Where an agency seeks to check the SES redeployment register for suitable candidates to fill a vacancy, they should refer the vacancy to the APSC by emailing a completed [SES Vacancy form](#) and, where possible, a duty statement for the vacancy to staffingpolicy@apsc.gov.au.

The APSC will assess the requirements of the vacancy against the skills and experience of any displaced employees who have been referred to the SES redeployment register, and forward details of any potentially suitable employees to the agency undertaking the recruitment action.

The management of the register is treated confidentially and affected SES or agencies with an SES vacancy, may contact the APSC at staffingpolicy@apsc.gov.au. More detailed information regarding mobility can be found in the [SES selection, mobility and separation guidelines](#) on the APSC website.

Department/Agency:	Federal Court of Australia
Classification:	SES Band 1 <input checked="" type="checkbox"/> SES Band 2 <input type="checkbox"/> SES Band 3 <input type="checkbox"/>
Local role title (<i>Chief Information Officer, etc</i>):	National Judicial Registrar
Location of vacancy:	Brisbane, Melbourne, Perth
Date vacancy assessed against APS SES work level standards:	16 February 2018
Timeframe for referrals:	

Experience/expertise:	Policy/Research <input checked="" type="checkbox"/>	Project management <input type="checkbox"/>
	Line management/operational <input checked="" type="checkbox"/>	Service delivery <input checked="" type="checkbox"/>
	Compliance/Regulation <input checked="" type="checkbox"/>	Accounting/Finance <input type="checkbox"/>
	Corporate/Human resources <input type="checkbox"/>	ICT/Knowledge Management <input type="checkbox"/>
	Other (please specify): <input type="checkbox"/>	

Please provide a short summary of particular skills or attributes that the agency considers are necessary for this role, including any specialist skills and/or qualifications. A duty statement may also be provided.

[See attached PD](#)

Agency contact details:

Name:	<u>Matt Asquith</u>	Position title:	<u>Recruitment Advisor</u>
Telephone:	<u>02 4253 6230</u>		
Email:	<u>Matt.asquith@fedcourt.gov.au</u>		

Please submit the completed form, and duty statement where available, to staffingpolicy@apsc.gov.au

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Department/Agency:	Federal Court of Australia
Classification:	SES Band 1 <input type="checkbox"/> SES Band 2 <input checked="" type="checkbox"/> SES Band 3 <input type="checkbox"/>
Local role title (<i>Chief Information Officer, etc</i>):	Senior National Judicial Registrar
Location of vacancy:	Any of our office locations around the country
Date vacancy assessed against APS SES work level standards:	16 February 2018
Timeframe for referrals:	

Experience/expertise:	Policy/Research <input checked="" type="checkbox"/>	Project management <input type="checkbox"/>
	Line management/operational <input checked="" type="checkbox"/>	Service delivery <input checked="" type="checkbox"/>
	Compliance/Regulation <input checked="" type="checkbox"/>	Accounting/Finance <input type="checkbox"/>
	Corporate/Human resources <input type="checkbox"/>	ICT/Knowledge Management <input type="checkbox"/>
	Other (please specify): <input type="checkbox"/>	

Please provide a short summary of particular skills or attributes that the agency considers are necessary for this role, including any specialist skills and/or qualifications. A duty statement may also be provided.

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Agency contact details:

Name:	<u>Matt Asquith</u>	Position title:	<u>Recruitment Advisor</u>
Telephone:	<u>02 4253 6230</u>		
Email:	<u>Matt.asquith@fedcourt.gov.au</u>		

Please submit the completed form, and duty statement where available, to staffingpolicy@apsc.gov.au