

Designated Positions

Guideline

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Acronyms	Full form
NTPS	Northern Territory Public Sector
JAQ	Job Analysis Questionnaire
JES	Job Evaluation System
OCPE	Office of the Commissioner for Public Employment

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This guideline provides agencies with detailed information on designated positions in the Northern Territory Public Sector (NTPS). It defines what a designated position is, outlines their purpose, and explains the steps to establish a designated position. The aim of this guidance is to ensure consistency and transparency across government agencies in creating and managing designated positions, while maintaining appropriate oversight and accountability.

1. Introduction

The NTPS strives to achieve a public sector that reflects the community it serves, through inclusive and culturally appropriate programs, policy development, and service delivery strategies.

The NTPS aims to increase the employment of people from targeted EEO groups for several important reasons:

- **Representation:** Enhancing NTPS service delivery by ensuring a greater understanding of the diverse needs of the Territory community;
- **Cultural capability:** Employees bring invaluable cultural knowledge and unique perspectives from their lived experiences which will improve the sector's capability to develop and deliver culturally appropriate services and policies.
- **Community engagement:** A more representative workforce builds trust and confidence between the NTPS, clients, and community.
- **Role models:** Greater EEO representation in the public sector supports role models and paves the way for future generations.

2. Special Measures

A special measure is a program, plan, or arrangement designed to promote equality of opportunity. It can apply to groups of people who face or may have faced entrenched discrimination and disadvantage and is a measure to improve prospects for people who are subject to employment barriers through priority consideration for available jobs. This is also known as affirmative action or positive discrimination. Special Measures in the NTPS is used to assist in addressing inequality of employment opportunity for disadvantaged groups, which may include women, people from non-English speaking backgrounds, Aboriginal and Torres Strait Islander peoples, and people with disability.

Employment Instruction 15 - Special Measures and Commissioner's Guideline set out the requirements for agencies to apply special measures recruitment plans.

NTPS Agencies have specific special measures recruitment plans, which outline how special measures applies in their agency.

This may be through providing:

1. Priority consideration whereby applicants from a nominated EEO group will be assessed before all applicants outside of this EEO group. If an applicant from the nominated EEO group meets all the essential selection criteria and their skills are at a level suitable to the advertised vacancy, they are given preference in the selection process.

2. Designated positions are roles reserved exclusively for applicants from the identified EEO group and cannot be filled by individuals outside of that group.

3. Designated position definition

The [Public Sector Employment and Management Act 1993](#) authorises the application of designated positions through Special Measures in recruitment, an initiative that aims to address underrepresentation of EEO groups.

In the NTPS, a designated position, also known as an 'identified' position, refers to a position that can only be filled by an eligible EEO applicant.

Designated positions are a positive recruitment tool which will formalise the NTPS's commitment to diversity and inclusion and embed knowledge and perspectives across all government operations and policy development. It is expected designated positions will support the NTPS to be a more effective, responsive, and inclusive public service that better serves the Northern Territory community.

An eligible applicant is prescribed by the NTPS agency's Special Measures Recruitment Plan under which successful applicants will provide proof of eligibility.

4. What are designated positions?

Any position, at any level (including leadership roles), within the NTPS can be a designated position.

A position can be designated based on, but is not limited to, the following:

- Aboriginal cultural knowledge, community connections or lived experience that are deemed essential to effectively perform the job functions and improve service delivery.
- Positions that require incumbents to speak relevant language, undertake community engagement, and advise of cultural protocols and appropriateness.
- Positions based in regional town centres and remote communities that provide localised economic empowerment.
- Technical and professional positions that require national registration based on a particular EEO attribute.
- Positions that accelerate and create employment pathways for people with a particular EEO attribute including guaranteed employment upon completion of a program supported by the NTPS.
- Positions that build a more diverse, inclusive and culturally competent workforce.

5. How to designate positions

Before you begin

- Consult Workforce Services to assist with the process, and ensure the proposed designated position complies with all relevant policies and legislation.

- Review your agency's Special Measure Recruitment Plan for support and compliance to designate positions. Note: Agencies can alter their SMRP, at any time, via a request to OCPE.

Step 1 - Workforce Assessment

- Undertake a workforce assessment to determine what positions across your work unit / agency are to be designated.
 - Any position, at any classification (including leadership roles), can be designated.
 - Consider the potential value the designated position will bring, not only to the immediate work unit but to the NTPS more broadly.
 - Consider the position's potential contribution and alignment to agency goals, objectives, and commitment to diversity and inclusion.
 - Consider recruitment tactics to reach potential eligible applicants.

Step 2 – Consultation

- Consult and engage with relevant stakeholders, including employees, to ensure the identified position is suitable to be designated. Outline why the position is recommended and any associated benefits.

Step 3 – Complete relevant forms

- Complete all required documents as relevant to the identified position.
 - JAQ/JES: Determine if a Job Analysis Questionnaire (JAQ) needs to be completed and/or the position needs to be re-evaluated through the Job Evaluation System (JES) process.
 - Job Description: Develop or revise the job description to clearly reflect the position is a designated position. For more information on Special Measures plans, go to the [OCPE website](#).
 - Position Amendment Form: Include the relevant condition code on the position creation or position amendment form.
 - For Aboriginal designated positions, use condition code *SPI - Special Measures*
 - Change Management: determine if an agency communication plan is required to inform staff of changes and to promote the benefits of designated positions.

Step 4 – Get delegate approval

- Submit all documentation to the delegate along with justification of why the position needs to be a designated position, including alignment to agency's goals.
 - Where a designated position is deemed as no longer required, delegate approval must be sought prior to changes to the position.

Step 5 – Submit forms

- Submit all delegate approved documents to Workforce Services for processing via the [HR services portal](#) or call 1800 225 547 for assistance.

6. Monitoring

Agencies are encouraged to regularly review recruitment processes and actions and should monitor the success and influence that designated positions have in advancing efforts to increase representation of the targeted EEO group across the workforce, including in senior leadership roles.

7. Resources

- [Public Sector Employment and Management Act 1993](#)
- [Special Measures in recruitment](#)
- [PIPS position creation form](#)
- [PIPS position amendment form](#)

8. Further Information

For further information on this guideline the following contacts are available:

- For information on Special Measures and Agency Special Measures Recruitment Plans, contact the OCPE Public Sector Appeals and Grievance Review Unit at PSAGR@nt.gov.au or 8999 4129 or Aboriginal Employment Career Deployment Unit at AECDS.NTG@nt.gov.au or 8999 4118.
- For information on the JAQ/JES process, position creation/amendment or workforce data reporting, contact HR Services via the [HR services portal](#) or 1800 225 547.