

The Workforce Mobility Placement (WMP) Policy

Summary Outlines the key impacts of the Workforce Mobility Placement Policy and preface upcoming updates to PD2023_024. This Information Bulletin aims to equip NSW Health organisations with support resources to ensure compliance with the Placement Policy.

Document type Information Bulletin

Document number IB2024_023

Publication date 23 April 2024

Author branch Workforce Planning and Talent Development

Branch contact (02) 9391 9957

Review date 23 April 2025

Policy manual Not applicable

File number HA-2024-0001417

Status Active

Functional group Personnel/Workforce - Industrial and Employee Relations, Learning and Development

Applies to Ministry of Health, Public Health Units, Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Health Pathology, Public Health System Support Division, Cancer Institute, Government Medical Officers, NSW Ambulance Service, Dental Schools and Clinics, Public Hospitals

Distributed to Ministry of Health, Public Health System, Government Medical Officers, NSW Ambulance Service, Health Associations Unions

Audience All Staff of NSW Health

The Workforce Mobility Placement (WMP) Policy

Purpose

The Workforce Mobility Placement Policy ([Placement Policy](#)) was published on 18 December 2023. It supports the NSW Government's commitment to retain talent, bolster mobility and achieve cost savings across the government sector, when roles are impacted by change. This initiative is led by the Workforce Mobility Placement (WMP) team within the Premier's Department who oversee and support cross-agency compliance.

This document has been published to assist NSW Health agencies to comply with the Placement Policy.

This document must be read in conjunction with the Placement Policy, and the NSW Health Policy Directive *Recruitment and Selection of Staff to the NSW Health Service* ([PD2023_024](#)).

Impacts on the Recruitment Process

The Placement Policy affects the way recruitment is undertaken. The NSW Health Policy Directive *Recruitment and Selection of Staff to the NSW Health Service* ([PD2023_024](#)) remains in effect. However, all NSW Health organisations **must** now undertake additional steps prior to filling an eligible vacancy through advertisement or alternative means.

What this means for recruiters and hiring managers

Key responsibilities under the Placement Policy

Recruiters and hiring managers must:

- Notify the WMP team of an intention to fill a vacancy. No advertisement is permitted for a 5-day period to enable the WMP team to ascertain if the position can be matched to an impacted employee.
- Provide consistent and transparent role descriptions to minimise 'mismatching'.
- Advise the WMP team of essential criteria and key skills needed for the role.
- Consider all matches referred by the WMP team and conduct a capability review.
- If an impacted employee is identified, ensure open, timely and clear communication with the employee throughout the process.
- If the match proceeds, collaborate with all parties to coordinate the impacted employee's transfer into the role.

- Review current use of contractors and consultants to determine whether any roles can be replaced with ongoing roles.
- Factor the WMP process into recruitment timeframes.
- Refer to section 3 'Roles and responsibilities' of the [Placement Policy](#) for an exhaustive list of key accountabilities for all stakeholders.

How to fill a vacancy under the Placement Policy

Identifying a vacancy

Section 2.1.12 of the [Placement Policy](#) defines a vacant role affect as:

- Ongoing or temporary roles for at least 12 months or more in duration
- Covered by the policy (not a clinical role)
- Within the government sector
- Currently is, or is to become, vacant.

Where a vacancy meets the above definition, it **must** be referred to the WMP team for the minimum 5-day matching process. As well as the details of the role itself, key skills and capabilities required for the role are to be shared.

Matching period (5 business days)

During the 5-day matching period, the WMP team will work to identify a suitable impacted employee to fill the vacancy.

While clinical roles are exempt from the Placement Policy, the WMP team may still reach out to hiring managers to refer suitable candidates to those roles where matches arise.

Where an impacted employee is identified as a potential match for a vacancy, you must consider them as a priority and conduct a capability review.

Capability review (10 business days)

When a match occurs, recruiters and hiring managers have up to 10 business days to conduct the capability review of the impacted employee.

The WMP team will share a summary of how their suitability was determined, as well as an employee profile of the impacted employee. The employee profile is a high-level overview with enough information to determine suitability for a variety of roles. It is not a job application.

These resources can be used to assess whether the impacted employee meets the essential requirements of the position or may perform adequately in it after a reasonable period, supported by training if necessary.

The vacancy is not able to be advertised while the capability review is undertaken.

Employee consultation (ongoing)

To further support the review, the hiring manager and impacted employee have the opportunity to meet and discuss the possibility of placement, as well as to address any relevant concerns and considerations.

Outcome (24 hours)

Once the capability review process has been completed, the WMP team must be informed of the decision within 24 hours. If the impacted employee is deemed suitable to be placed into the role and all parties agree, the transfer process can commence, triggering mandatory checks and verifications relevant to the role.

Transfer (within 3 weeks)

Provided all mandatory checks and verifications are cleared, a formal letter of offer is then issued for the impacted employee to sign. The impacted employee is expected to commence in their new role within 3 weeks. Flexibility can be applied to this timeframe taking into account the requirements of the home agency, the NSW Health organisation and the impacted employee's own needs and circumstances.

Exemptions to the Placement Policy

Clinical roles such as nurses or paramedics are **exempt** from the Placement Policy. Clinical vs non-clinical roles are informed by ROB system job categories. The exact categories that are exempt and non-exempt are available on the [WMP Frequently Asked Questions support resource](#).

Some exceptions may also be granted to allow for concurrent advertisement during the 5-day matching period (such as bulk recruitment campaigns or highly specialised roles). This must be approved in advance by the WMP team.

In either of the above instances, the WMP team may still reach out to hiring managers to refer suitable candidates to those roles where matches arise.

The Placement Policy does not apply to executive staff.

Refer to section 4 'Centralised placement process' in the [Placement Policy](#) for further detail.

Further Support Resources

Further support is available on the [WMP Frequently Asked Questions support resource](#) and Premier's Department [Workforce Mobility Placement Program](#) website.