

Aboriginal Talent Pool Creation

Summary This Guideline establishes a standard practice to enable the implementation of talent pools which boost the recruitment and retention of Aboriginal and Torres Strait Islander people in the NSW Health workforce.

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Author branch Workforce Planning and Talent Development

Branch contact (02) 9391 9957

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Personnel/Workforce - Recruitment and selection

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, NSW Health Pathology, Public Health System Support Division, Cancer Institute, Community Health Centres, NSW Ambulance Service

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

Audience All Staff of NSW Health



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Guideline Summary

This Guideline assists NSW Health agencies to set up, use and manage Aboriginal talent pools within their specific agency. This does not limit NSW Health agencies from working together to job match across talent pools within the NSW Health sector. It is completely dependent on the agencies to decide if and how they wish to use dedicated talent pools, consistent with the requirements in the *Government Sector Employment Act 2013* (NSW), *Government Sector Employment Regulation 2014* (NSW), and particularly the *Government Sector Employment (General) Rules 2014* (NSW) [GSE Rule 26].

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

Key Principles

Requirements when setting up a talent pool

Under [GSE Rule 26](#) agencies are able to establish a talent pool for eligible diversity groups listed, including Aboriginal and / or Torres Strait Islander people.

Establishment considerations:

- Talent pool roles need to be set up in “establishment” which either:
 - requires prior approval and acknowledgement of budget costs, or
 - aligning talent pool opportunities against existing vacancies.
- Talent pool position descriptions need to be aligned to the roles within establishment.

To establish a dedicated Aboriginal talent pool, NSW Health agencies are required to do a comparative assessment under [GSE Rule 17](#), which includes:

- screen for essential requirements, such as a qualification or licence
- review an application and resumé, as well as cover letter (if included)
- assess candidates by utilising a minimum of 3 capability-based assessments, one of which must be an interview
- more than one assessor must be utilised
- referee checks (in accordance with [GSE Rule 19\(5\)](#) referee checks do not need to be conducted for an individual to be placed in a talent pool. They must, however, be carried out when employing the individual to meet the requirements of a comparative assessment).

When planning the capability-based assessments it is recommended that all capabilities in the position description are assessed. All candidates who demonstrate the ability to meet the standards for the role through the comparative assessment may then be included into the talent pool.



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Under GSE Rule 26, modifications can be made to the assessment process, however NSW Health agencies still need to ensure that the capabilities of eligible individuals are assessed against relevant standards and essential criteria for the role using relevant assessments.

Eligible applicants become part of the NSW Health Service's recruitment pool for a period of up to 18-months, unless otherwise provided by the relevant award.

Advertising the talent pool

It is considered best practice to utilise external platforms to advertise roles as this allows the attraction of a larger pool of candidates. It also allows for maximum flexibility to offer ongoing, temporary or permanent employment.

External advertising means advertising on the NSW Government's jobs website, [I work for NSW](#). NSW Health agencies may also consider advertising on other platforms that are designed for Aboriginal people to access when looking for employment opportunities.

In the talent pool advertisement agencies should state the purpose of the recruitment action, including that it is a talent pool and the type(s) of employment that may be offered for the duration of the talent pool, and must also state the duration of the talent pool.

Privacy and personal information considerations

All NSW Health staff must comply with the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW) [the NSW privacy legislation] when collecting, using, disclosing or otherwise handling personal or health information.

Any activity related to the set-up, use and management of Aboriginal talent pools must comply with NSW privacy legislation, as well as the relevant NSW Health policies including but not limited to:

- NSW Health Policy Directive *Recruitment and Selection of Staff to the NSW Health Service* ([PD2023_024](#))
- NSW Health Policy and Procedure Manual [Privacy Manual for Health Information](#)
- NSW Health [Privacy Management Plan](#)
- NSW Health [Privacy Leaflet for Staff](#).

In accordance with NSW privacy legislation and NSW Health policies, selection panels and all other staff involved in managing the recruitment and selection process must treat all personal information confidentially and ensure that all records are stored securely.

Consistent with NSW Health's obligations under NSW privacy legislation, any information pertaining to a candidate's Aboriginality must not be disclosed without express consent.

If you have any questions or concerns about privacy, please contact the [Privacy Contact Officer](#) for your organisation.

Terminology

The *Government Sector Employment Act 2013* (NSW) and the NSW Public Service Commission use the term Talent Pool while NSW Health use the term Recruitment Pool. For the purpose of this Guideline the terms are interchangeable.



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Revision History

Version	Approved By	Amendment Notes
GL2024_009 June-2024	Secretary	New Guideline.