

## Jobs Advertising Policy

6 November 2019

### **ACAA website: Jobs in access**

ACAA provides an opportunity for ACAA Members to advertise and seek employment opportunities. The Jobs in access webpage is open to members and suitably approved private individuals, businesses, organisations, or government agencies to advertise by submitting a job advertisement on the ACAA website. The job advertisement will also be published on the members only e-Forum.

### **Posting a job advertisement (ACAA website and e-Forum)**

A member of the ACAA, or a suitably approved private individual, businesses, organisations, or government agencies can make a submission to the ACAA to post a job advertisement on the [ACAA website](#) .

A member can post job advertisements or seeking employment opportunities only on the ACAA e-Forum topic – Employment and Job Opportunities.

Job advertisements can relate only to access consulting roles or roles within an access consulting office /practice, or job description(s) of interest to access consultants.

The procedure will be as follows:

1. The ACAA member or suitably approved private individual, businesses, organisations and government agencies uploads the relevant details via the link on the ACAA website. All required fields with \* asterisk must be completed.
2. The submitted job listing is electronically directed to the Office Administrator. The Office Administrator will review the listing for:
  - completeness

- accuracy in regards any information that pertains to the ACAA and alignment with the ACAA Objectives
3. Should the Office Administrator require any assistance in reviewing the submitted job advertisement prior to posting, the Office Administrator is to consult with the ACAA Executive Committee.
  4. Once the job advertisement has been reviewed and approved, the Office Administrator will:
    - post the advertisement on the ACAA website; and
    - post a link via the e-Forum to the “jobs in access” tab.

Three working days must be allowed for the ACAA to review, approval and post the submitted job advertisement.

### **Advertising duration**

The advertisement will be retained on the ACAA website for a maximum duration of two weeks. The expiry date will be 28 days from the date of publishing unless specified. The advertising can be removed earlier by written request to [office@access.asn.au](mailto:office@access.asn.au) .

### **Fees**

As a service to ACAA members seeking employment and job opportunities no fee will be charged to members and non-members for advertising on the website and e-forums.

### **Advertising limitation**

Only one advertisement can be listed at one time. Multiple job vacancies can be considered on a case by case basis by emailing [office@access.asn.au](mailto:office@access.asn.au)

### **Posting a job advertisement on social media**

Job advertising is not permitted on ACAA social media accounts.

**Posting a job advertisement in Access Insight**

Job advertising will not be accepted in Access Insight.

**Disclaimer**

ACAA accepts no liability for the content of the job advertisements, nor in the selection of any applicant. The onus is on the submitter to ensure all advertising complies with all advertising /antidiscrimination laws. ACAA reserves the right not to publish what is considered unlawful advertising.

Ratified: policy-Jobs-Advertising-V2.2-ratified-20191106