Careers and Employment

Terms and Guidelines for Job Advertisements

Costs to advertise

Direct Employers
- Casual or Part-time positions: FREE
- Vacation and Internship positions: FREE
- Contract positions (Less than 6 months): FREE
- Contract positions (More than 6 months): FREE
- Full-time positions: FREE

Not for Profit Organisations
- All positions: FREE

Agencies and Third Party Recruiters
- All positions: $55 per month (incl GST)

Terms and Guidelines for Job Advertisements

Careers Online is an online job board which enables employers to advertise employment opportunities.

Careers Online requires a login and employment opportunities, events and appointments are only viewable and accessible to UNSW students, staff and graduates of up to 18 months.

It is important to note that UNSW Careers and Employment does not vet, review or select candidates who apply for opportunities posted on Careers Online, and is not responsible for doing so.

It is the priority of UNSW Careers and Employment to protect the best interests and wellbeing of our students and staff at all times by consistently monitoring job advertisements to ensure they comply with the guidelines below. However, it is the responsibility of the employer, agency or third party recruiter (as the case may be) to ensure that any advertisements submitted by them comply with these terms and guidelines.

Please review the following terms and guidelines prior to placing your advertisement. In placing your advertisement on Careers Online, you are deemed to have accepted these terms and guidelines.

If you require clarification regarding any of these terms and guidelines, please contact UNSW Careers and Employment on 02 9385 5429 or at careers@unsw.edu.au

Please note that the omission of details required by these guidelines or failure to comply with these terms and guidelines in their entirety will result in slowing the approval process, and may result in your advertisement being rejected or withdrawn.
1. All job ads submitted must comply with Commonwealth and NSW law
   a. Anti-discrimination law prohibits advertisements that indicate an intention to discriminate on unlawful grounds, including:
      - Sex
      - Marital status
      - Pregnancy
      - Race
      - Ethnic or ethno-religious background
      - Disability
      - Age
      - Sexual orientation
      - Transgender status
      - Family responsibilities
      - Descent or national identity
      - Political conviction

      Further information regarding anti-discrimination laws can be found on the Australian Human Rights Commission website at www.hreoc.gov.au

   b. Pay rates must comply with current legislation and applicable industrial instruments (such as a Modern Award). Information about employing staff and rates of pay can be found as follows:
      - Fair Work Australia at www.fwa.gov.au
      - Fair Work Ombudsman - essential information for all employers at www.fwo.gov.au
      - Fair Work Online - includes information about pay scales and conditions www.fairwork.gov.au
      - Fair Work Information Line on 1300 799 675
      - NSW Office of Industrial Relations at www.industrialrelations.nsw.gov.au

   c. Consumer law requires that job advertisements must not be liable to mislead persons seeking employment in relation to the availability, nature, terms or conditions of employment or any other matter relating to the employment being offered.

2. All employers, agencies and third party recruiters must provide:
   a. The name of the individual or organisation advertising the job vacancy.
   b. The name and contact details (email, telephone and facsimile) of a contact person.
   c. The address and telephone number of the individual, organisation or a contact person.
   d. The individual or organisation’s website, if available.
   e. A brief description about the organisation and industry.
   f. The individual or organisation’s Australian Business Number (ABN), where one exists.
   g. An adequate description of the nature of the work being offered. This should include:
      - Job title
      - Description / duties
      - Skills required
      - Experience required
      - Faculties targeted
      - Hours offered
      - Location
      - Rate of pay
      - Application closing date
h. Any costs to potential job applicants e.g. required training for the position, or the requirement for the job applicants to have, or to obtain, an ABN must be clearly outlined in the advertisement.

3. Disclosing Pay Rates
   a. A numeric figure or range. Note, as outlined in point 2 above, employers, agencies and third party recruiters must ensure compliance with legislation and any applicable industrial instrument.
   b. If a job advertisement is listed as paying the applicable “Award” rates, we require the individual or organisation to provide us with the relevant Award code or alternatively, a numeric figure or range, as outlined at point 4.a) above.
   c. While UNSW Careers and Employment takes no responsibility for assessing or checking pay rates provided, if we believe a rate of pay may not comply with legislation or an applicable industrial instrument, the individual or organisation may be required to provide us with the Award code relevant to the advertised position.
   d. In the event that an individual or organisation has a policy against publishing pay rates on job advertisements, the hourly rate/range of pay must be provided to us in writing at careers@unsw.edu.au. This information will be retained for our records, but will not be published as part of the job advertisement.
   e. Please refer to Fair Work Ombudsman - Award Finder for more information on Awards, including Award codes and correct rates of pay.

4. Special additional conditions for recruitment agencies and other third party recruiters
   a. Recruitment agencies and third party recruiters are required to provide the name and address of the individual or organisation for which they are recruiting.
   b. UNSW Careers and Employment will not disclose the name of the individual client or client organisation unless required to do so by law or at the behest of the recruitment agency or third party recruiter.
   c. UNSW Careers and Employment will not publish any job advertisement which requires/requests payment by potential job applicants in exchange for their placement in any capacity.
   d. Each job advertisement must be for an individual, specific job vacancy, not for general expressions of interest. Only advertisements for genuine job vacancies are to be submitted.

5. Voluntary work or unpaid work experience
   a. All advertisements for voluntary work, unpaid internships or work experience will be subject to approval by UNSW Careers and Employment staff before being advertised to students.
   b. UNSW Careers and Employment staff may refuse to accept advertisements where there is any reasonable concern that the voluntary work, unpaid internship or work experience does not comply with applicable law, including the Fair Work Act 2009.
   c. Voluntary work opportunities offered by not-for-profit and community organisations are accepted for advertising, following the guidelines of Volunteering Australia.
   d. Employers are encouraged to review the guidelines around unpaid internships and work experience to structure their internships appropriately. Information is available at: http://www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships

6. UNSW Careers and Employment will not accept advertisements for the following:
   a. Commission-only jobs.
b. Work involving any unpaid training / trial periods, or reduced pay for such periods, except where a Federal or State Award makes allowances for such arrangements.

c. Work involving any illegal activity.

d. Work which requires potential job applicants to purchase a product or service, or to offer a security deposit or similar payment as a condition of employment.

e. Opportunities which are not genuine employment opportunities.

f. A role in a tobacco company.

g. Placements which require potential applicants to pay for the placement, whether the work is paid or voluntary.

h. Work where the advertisement is unclear about the rate of pay, or states a rate of pay which is below the national minimum wage.

7. UNSW Careers and Employment reserves the right, in its absolute discretion, to withdraw or refuse any advertisement for any reason. In particular, this right may be exercised where, in our opinion, any of the following has occurred:

a. UNSW Careers and Employment has a reasonable concern regarding non-compliance with any of these terms and guidelines or any applicable law or regulation.

b. Misleading or incorrect information has been provided by the individual or organisation.

c. A complaint about the individual or organisation which placed the advertisement has been received.

d. The job opportunity or language used in the advertisement is considered to be inappropriate.

e. The advertisement may, is likely to, or does, damage or lower the reputation or standing of UNSW.

8. Obligations of employers, agencies and third party recruiters
All employers, agencies and third party recruiters using Careers Online warrant and agree to the following:

a. They have the legal capacity to agree to be bound by these terms and guidelines and perform the obligations imposed by them. Advertisements posted by them will comply with all applicable laws and these terms and guidelines and they will not use Careers Online for any illegal purpose.

b. Advertisements posted by them will comply with all applicable laws and these terms and guidelines and they will not use Careers Online for any illegal purpose.

c. Advertisements submitted to Careers Online do not breach any intellectual property rights of any person or company.

d. To indemnify UNSW against all actions, claims, demands, proceedings, suits, costs, damages, expenses, liabilities and losses (including any legal costs and expenses) arising from or incidental to any claim made against UNSW in connection with:
   i. any breach of these terms and guidelines by the employer, agency or third party recruiter (as the case may be);
   ii. any negligence on the part of the employer, agency or third party recruiter;
   iii. the publishing of any advertisement on Careers Online; and
   iv. any actual or alleged breach by the employer, agency or third party recruiter of any applicable law which occurs as a result of an advertisement appearing on Careers Online.

9. Limitation of liability and disclaimers by UNSW
a. To the maximum extent permitted by law, UNSW will not be liable for any loss or damage (including any indirect, economic, special or consequential loss or damage, or any loss of revenue or profit) suffered or incurred by any employer, agency or third party recruiter, arising out of or in connection with their use of Careers Online.
b. UNSW accepts no responsibility or liability for the content of any advertisements, including for any errors in any advertisements, that are posted on Careers Online. However, in the event that an employer, agency or third party recruiter notifies UNSW that an advertisement posted by it contains an error, UNSW agrees that it will make reasonable efforts to correct any such an error within a reasonable timeframe of being notified.

c. UNSW accepts no responsibility or liability for any failure of an employer, agency or third party recruiter to comply with all laws that are applicable to job advertisements posted by them on Careers Online.

d. UNSW accepts no responsibility for, and makes no warranties or representations about, the suitability of any candidates who apply for jobs posted on Careers Online.

10. Advertising procedure

a. To register with UNSW Careers and Employment as an employer please visit Employer Registration.

b. Follow the steps to submit an employer application, ensuring that all relevant information is provided, as outlined in Section 3 (and 5 if applicable) of these above terms and guidelines.

c. Your application will be reviewed by UNSW Careers and Employment and will be approved, providing it complies with all of the above terms and guidelines.

d. Once your employer application has been approved you may submit your job advertisement by logging in with your nominated username and password. Go to ‘Add a new job’ and follow the steps, ensuring that all relevant information is provided, as outlined in Sections 3, 4 (and 5 if applicable) of these terms and guidelines.

e. Your advertisement will be reviewed by UNSW Careers and Employment and will be approved, providing it complies with all of the above terms and guidelines.

f. If payment is required, an email will be sent to your nominated contact email address (“Admin Email Address”) requesting that you reply with your individual or organisation name, ABN, address and telephone number for invoicing purposes.

g. Your advertisement will be approved when your reply email has been received.

Please note that the omission of details required by these guidelines or failure to comply with these terms and guidelines in their entirety will result in slowing the approval process, and may result in your advertisement being rejected or withdrawn.