

5.10	RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF
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Applies to: All staff
Specific responsibility: HECIS Co-Ordinator, Office Manager

Version: 2
Date approved: 24.5.16
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Child Protection (Working with Children) Act 2012 Working with Children Legislation of NSW
Contractual obligations	

POLICY STATEMENT

HECIS will plan strategically to meet the organisation's requirements for staffing and will conduct recruitment and selection for vacant staff positions that is designed to:

- attract the best possible candidates for the available positions
- ensure all selections are based on merit
- facilitate the professional development of existing staff
- ensure that all legal requirements are met and equal employment opportunity (EEO) principles are applied
- provide the most cost effective way of recruiting and selecting staff.

All staff involved in recruitment and selection processes must be familiar with and adhere to the following:

- The principles of EEO and Anti-discrimination legislation, as outlined in the organisation's EEO and Anti-discrimination policy
- The workplace agreements and industrial conditions applying to the organisation
- The recruitment and selection policies and procedures outlined below.

PROCEDURES

Responsibilities

The recruitment process will be managed by the **HECIS CoOrdinator** who will:

- supervise all aspects of the process
- ensure all recruitment and selection principles are followed
- obtain the necessary budget and recruitment approvals
- ensure timely processing and distribution of paperwork
- ensure all applicants are kept informed of the progress of their applications
- provide information about the position to candidates requesting it.

Confidentiality and sensitivity

The recruitment and selection process is subject to confidentiality and information about all applicants must be treated with respect and sensitivity. All details disclosed in applications and during interviews are to remain confidential.

Panel members should also be mindful of potential conflicts of interest and declare any such conflicts where appropriate.

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Access to information about staff members and applicants is restricted to those with a genuine need to know.

All applicant's resumes and applications are held securely for a minimum period of 12 months from date of appointment.

Workforce planning

At the commencement of the process to employ staff other than in the role of HECIS CoOrdinator, the **HECIS CoOrdinator** will:

(In the case of the position being filled is that of the HECIS CoOrdinator, the **President** will undertake these duties).

- review the need for the position to be filled based on the current and future workforce requirements of the work area, available financial resources and relevant workforce planning strategies.
- review the position statement, the key accountabilities, qualifications and the remuneration range.
- review current employment legislation and contractual obligations as employers, so that all relevant laws and contracts are properly taken into account in the recruitment process.
- determine if the position is for a specified target group under anti-Discrimination legislation (e.g. Aboriginal or Torres Strait Islander).
- be the convenor of the selection process.

Role of the convenor

The convenor is responsible for ensuring that:

- the selection process is consistent with the values of the organisation, its Code of Ethics and EEO policy
- the process is applied consistently and equitably to all candidates
- the process is based on evidence, is transparent and free from conflict of interest
- that all processes are coordinated, including interview, reference checks, contract negotiation and feedback to candidates.

Selection criteria

The **HECIS CoOrdinator** will:

- develop short and simple selection criteria that accurately reflect the skills, experience, qualifications and qualities for the role
- identify which criteria are essential and which are desirable
- seek exemption from Anti-Discrimination legislation for specific identified positions

Sourcing of candidates

The **HECIS CoOrdinator** will:

- determine the budget available for the recruitment and where the position will be advertised
- develop information package for interested applicants including:
 - information about the organisation
 - a statement about the HECIS Child Safe policy and procedures
 - the position description and selection criteria, selection process and timeframes
 - contact person details and availability to discuss the position
 - list of information required from candidates, including resume, statement addressing the selection criteria, copy of relevant qualifications and referee details.
- ensure that the information package is available in appropriate formats and that any language specific requirements have been considered.

Selection panel

The selection panel will be composed at least 3 people being the **HECIS CoOrdinator** and at least one **Executive Member** of the Committee and a note taker/scribe. Additional relevant members may be added to the panel if required/requested by the Management Committee etc.

(In the case of the position being filled is that of the HECIS Co-Ordinator, a second Executive member will undertake these duties).

Selection and appointment

The selection panel will:

1. Short list candidates for interview
 - The panel assesses each candidate's application against the selection criteria.
 - The selection panel ensures that the candidates short-listed have the required skills and experience.
 - The convenor advises those candidates who are ineligible or who have not provided sufficient information to enable the selection panel to assess their suitability.
2. Select the preferred candidate
 - Decide when and where interviews will be held.
 - Decide the format of the interview.
 - Conduct each interview in the same way: outline structure of the interview and length, ask the same questions of each candidate, probe as necessary, give candidates the opportunity to ask questions or add information.
 - Ensure that the process is conducted confidentially and that all relevant documentation is securely stored.
 - Determine the order of merit of the candidates based on the selection criteria.

Use the **HECIS Applicant Interview Template** to guide to prepare the schedule of interview and the questions to be asked of candidates.
3. Conduct referee and other checks
 - Check the qualifications and work history of the preferred candidate by contacting institutions, previous employers.
 - Conduct referee checks for the preferred candidate. Provide information about the role and seek their comment on suitability.
 - Conduct Working with Children checks as per the applicable legislation.

Use the **HECIS Referee Interview Template** to guide to prepare the questions to be asked of the referees.

4. Finalising the selection process
 - Advise the preferred candidate of their success, subject to police checks, medical checks if required.
 - Following the outcome of any checks finalise the employment contract including remuneration, commencement date.
 - Contact the unsuccessful candidates by phone (if appropriate) and confirm by email or letter.
 - Provide feedback to candidates as requested.

Keeping recruitment records

The Office Manager will:

- keep all the records of the recruitment processes for a minimum of 5 years
- include copies of external and/or internal advertisements, job descriptions, selection criteria and selection processes for each vacancy
- include copies of all applications, records of police, referee and other checks.

Appointment

Prior to commencing work, new staff members will be given:

- a letter confirming the offer of employment
- a copy of their job description
- the Code of Ethics and Conduct Policy.

Newly appointed staff members will be asked to sign the letter of offer and job description and the Code of Ethics and Conduct Agreement(Staff). Copies of these documents are then placed on file.

Probationary period

All new staff will serve a probationary period, followed by a performance appraisal, before being confirmed as a permanent employee. The standard period shall be 12 months total of service.

Casual vacancies

Temporary vacancies in staff positions, filling of positions while a staff member is on leave, and short term work projects requiring additional staff may all be filled as casual vacancies. These positions may be filled by recruiting short term staff or by requesting an existing staff member to move to the position for a period.

The HECIS Co-Ordinator is authorised to recruit short term staff for periods of up to 12 months.

Recruitment of temporary and casual staff

The recruitment of temporary and casual staff does not necessitate a formal selection process unless the temporary position is for a period longer than 12 months.

Higher duties

The filling of a temporary vacancy by an existing staff member should be considered where:

- there is an opportunity for development of new skills
- the position is equivalent to or above the staff member's current position
- the appointment will support continuity within the position.

The HECIS Co-Ordinator will have the discretion to determine whether a position should be filled temporarily by offering an existing staff member the opportunity to undertake higher duties. Where there is more than one suitably located and experienced staff member, the HECIS Co-Ordinator will ask interested staff to submit brief expressions of interest, and select a candidate.

Where a staff member, on the request or approval of the HECIS Co-Ordinator has substantially performed the duties of another staff member for a period of at least one consecutive week, they will be paid a higher duties allowance equal to the difference between their own salary and the salary of the other staff member.

DOCUMENTATION

Documents related to this policy	
Related policies	Working with Children Check Compliance EEO and Anti-discrimination policy Child Safe policy Code of Ethics and Conduct
Forms, record keeping or other organisational documents	HECIS Applicant Interview Template HECIS Referee Interview Template Code of Ethics and Conduct Agreement(Staff)

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Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
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1	14.8.17	HECIS CoOrdinator	Aug 2018
2	3.9.18	HECIS CoOrdinator	Aug 2019
3	20.8.19	HECIS CoOrdinator	Aug 2020
4	15.9.20	HECIS CoOrdinator	Aug 2021

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