

STAFF RECRUITMENT POLICY AND PROCEDURE

Overview

This policy sets down a framework and principles within which the Maldon Neighbourhood Centre (MNC) staff recruitment and selection processes are to be implemented.

Purpose

This policy aims to promote a fair, equitable, competitive, transparent, flexible and legally compliant recruitment, selection and appointment process for MNC. It provides for attraction, selection and appointment of staff of the highest calibre, whose skills, abilities and duties fit the obligations and values required of the role in which they are to be employed.

Scope

This policy and its provisions cover the recruitment, selection and appointment of paid staff of MNC. It does not apply to the filling of vacancies on the MNC Committee of Management or other voluntary roles.

Definitions

- A **fixed-term appointment** is one for which the employee will be engaged for a specified term or ascertainable period with precise start and finish dates, or in lieu of a finishing date, expiry contingent on some event.
- A **casual appointment** is one for which the employee is employed on an hourly basis, at an hourly rate of pay for the relevant job classification that includes and appropriate loading.
- An **externally advertised recruitment process** is where a position is advertised publically as well as within the Neighbourhood House Network.
- An **internally advertised recruitment process** is where a position is advertised only to member Houses and Learning Centres.
- An **appointed person** is a member of the selection panel appointed by the panel to carry out certain functions.
- An **allowable exception** to selection criteria might include xxx

Policy

All recruitment and selection procedures and decisions will reflect Maldon Neighbourhood Centre's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions, except in the case of an allowable exception. The Maldon Neighbourhood Centre's recruitment practices must always promote the requirement for a Child-Safe Centre.

Recruitment

- Normally, vacancies are categorised as continuing or temporary
- When approval is given to proceed to fill a vacancy, the position may be advertised internally, externally or both.

Selection

- Selection of staff is based on merit and must be free from unfair or illegal discrimination.
- Selection processes will incorporate the principles of equity and cultural diversity, and take account of the particular needs of applicants from equity groups such as, but not limited to, Indigenous Australians, women, people from the LGBTI community, persons with a disability and persons from diverse cultural backgrounds.

Selection panels

- Where the recruitment process requires applicants to be interviewed by a selection panel, the membership of the selection panel will be appointed by the MNC Committee of Management and at least comprise of:
 - One member of the HR Sub-Committee of MNC Committee of Management
 - The Centre Coordinator
- It may also include other panellists as determined by the MNC Committee of Management
- Selection panel members will not act as referees for applicants.
- MNC will provide appropriate information and support to all members of the selection panel.

Referee Reports

- Following the interview process, one member of the selection panel will be appointed to conduct telephone referee checks of, preferably two, but a minimum of one referee.
- All referee reports received by MNC are confidential. Neither the report nor its contents will be made available to anyone other than selection panel members.

Conflict of Interest

- Selection panel members must comply with the Independent Commission Against Corruption Act (ICAC Act) and ensure that there is no actual or potential conflict of interest between their personal interests and their responsibilities as a panel member.

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- Should a selection panel member have either a personal relationship with an applicant, or consider that there is an actual or potential conflict of interest, they should draw this to the attention of the President of the MNC Committee of Management, who will determine if alternative arrangements are necessary.

Confidentiality

- The proceedings of a selection process, including all documents and correspondence considered by the panel, are to be treated with the strictest confidentiality.

Appointments

- All appointments are to be in writing
- Contracts of employment must outline the terms of engagement in relation to:
 - Award and Classification level, if applicable
 - Salary, pay cycle and entitlements (work cover, superannuation, sick leave, annual leave, etc)
 - Length and terms of any period of probation
 - Start and finish date, if applicable
 - Position description, including hours to be worked; whether the position is fixed-term or casual; duties and reporting relationships

Casual appointments

- The scenarios in which a casual appointment may be made include, but are not limited to:
 - Assistance with temporary high workloads
 - To temporarily fill positions during organisational change
 - To provide short-term workforce flexibility
 - To cover staff absences
 - To secure specific expertise in the short term
- The hours stated in contracts of employment are the maximum number only and the actual hours worked may be varied in accordance with the needs of MNC and in consultation with the employee.

Position Descriptions

- The position description for each employee will be reviewed at regular intervals by MNC staff and Committee of Management. Out-going staff will be encouraged to comment on their position description.

Secondment

- Secondment may occur by negotiation between staff, MNC Committee of Management and the third party organisation.

Procedure

Responsibilities of the Selection Panel

- Writing and placing advertisements as required
- Circulation of relevant documents within the selection panel
- Shortlisting applicants

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- Advising unsuccessful applicants who have not been offered an interview
- Arranging interviews with shortlisted applicants (30-45 minutes for each candidate), to be confirmed in writing
- Arranging suitable interviewing facilities and compiling list of interview questions to be asked of all candidates. The questions should be structured in a way that allows the candidate to expand on the topic
- Conducting interviews
- Reaching a consensus on preferred candidate to offer the position to
- Submitting the preferred candidate to the MNC Committee of Management for ratification
- Contacting the successful candidate and making job offer
- Sending applicable paperwork to successful candidate. This includes:
 - Letter of offer
 - Contract (see above for required content)
- Receiving completed paperwork from appointed candidate
- Advising unsuccessful candidates who attended interview but not offered job
- Following up on any feedback requested by unsuccessful candidates

Timelines

- Deadlines for newspaper advertisements must be taken into consideration. The advertisement should run for a minimum of two weeks
- A minimum of two weeks should be allowed for job applications to be received, reviewed and shortlisted

Advertisements

- The advertisement must include:
 - Position title
 - Full-time/part-time/casual
 - Ongoing/contract position
 - Contact details for more information
 - Applications to be made in writing
 - Closing date
- A current position description and job coversheet should be given to all enquiries. This should contain the following:
 - Position title
 - Background information on Maldon Neighbourhood Centre
 - A brief outline of the position
 - Salary and award classification
 - Duration and/or start and finish dates (if applicable)
 - Hours
 - Position description to be used or list of duties
 - Closing dates

Conducting interviews

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- At the beginning of each interview, the selection panel should brief each candidate on MNC and the position
- The selection panel should allow sufficient time for candidates to ask questions both during and at the end of the interview

IMPORTANTLY

- If there is not a suitable applicant, the position should be readvertised