



## Recruitment Policy

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### Purpose

This policy outlines the requirements for effective recruitment to meet the needs of the organisation while simultaneously ensuring a transparent and fair process, the promotion of equality.

### Scope

This policy applies to the recruitment of all paid positions within the organisation.

### Definitions

**The organisation, St Kilda Mums, we, us, our** – St Kilda Mums Inc., also trading as Eureka Mums and Geelong Mums

**Personnel** – staff and volunteers of the organisation, whether paid or not.

**Position Description, PD** – a structured document describing the general tasks, or other related duties, and responsibilities of a position. It may specify the functionary to whom the position reports, specifications such as the qualifications or skills needed by the person in the job, information about the equipment, tools and work aids used, working conditions, physical demands.

### Policy

Whenever a vacancy appears within the organisation, it will recruit the best available candidate for the role based on skills, knowledge, experience, qualifications and organisational compatibility.

By doing this the organisation is minimising the risk of:

- damage to the organisation's reputation
- high turnover and replacement costs
- low moral for others within the team and potential loss of productivity
- potential loss of time due to managing performance issues or re-recruiting positions repeatedly.

The principles of equal opportunity and non-discrimination will apply to all recruitment.

All information relating to recruitment of employees will remain confidential to those involved in the process.

The organisation will provide appropriate advice, training and support to managers participating in recruitment process.

## **1. Establishment of New Positions**

The establishment of any new position is to be approved by the CEO and the organisation's Board.

Appropriate justification for the position is to be submitted to the CEO and the organisation's Board, with an accurate position description.

A Staff Requisition form is to be completed to establish any new position.

As per the remuneration policy, a proposed position's remuneration must be approved by the organisation's Board prior to the commencement of the recruitment process.

Once the preferred candidate is identified and all applicable checks have been completed, an offer of employment, including confirmation of exact remuneration may be made by the CEO or the CEO's delegate.

All new positions require remuneration approval from the organisation's Board prior to the commencement of the recruitment process.

## **2. Staff Requisition**

Managers need to complete a Staff Requisition form for authorisation by the CEO and the organisation's Board

The types of roles requiring a Staff Requisition form are:

- replacement of permanent full time and part time roles;
- limited duration full time, part time & casual roles; and/or
- agency temps.

## **3. Position Description**

In order to recruit effectively a clearly defined position description along with detailed selection criteria is necessary.

This information is critical to the recruitment and selection process, as it becomes the foundation for advertising, shortlisting and interviewing.

It is important to have a current and accurate position description for each vacant role. The position description will address the following key position dimensions:

- position objective;
- specific accountabilities / duties;
- key competencies required;
- qualifications / experience required;
- security clearance; and/or
- an identification document, license or certificate, e.g.: driver's licence, passport.

Selection criteria should be prepared based on, but not limited to:

- qualifications
- relevant skills, knowledge and experience
- personal attributes such as initiative, ability to work independently, flexibility and independence.

## **4. Recruitment and Selection Process**

The organization's prescribed merit-based recruitment and selection procedures are required to be followed for appointments to the following categories of appointment:

- All permanent positions
- Fixed-term positions of more than 4 weeks.

Please refer to the Manager's recruitment guide in regards to the process to follow while recruiting.

#### **4.1. Advertising Positions**

Vacancies for new or existing positions should be advertised internally and externally, whenever practicable. The advertisement must be based on the position description.

In exceptional circumstances, the CEO may appoint an individual to any position without advertisement or competitive selection with the approval of the organisation's Board

##### **4.1.1. Use of Recruitment Agencies**

In the event the organisation has been unsuccessful in attracting suitable candidates for a position, the CEO may give permission for a recruitment agency to be used once costs have been identified and agreed to.

##### **4.1.2. Employment of Relatives**

The CEO must approve the employment of a relative in writing for any role or type of appointment.

The organization forbids the employment of a relative within the same area of responsibility under direct reporting responsibility without prior consent of the organization's Board.

Where the recruitment of an employee involves a close relative of an existing employee, or there is an actual or perceived conflict of interest in the sole discretion of the manager completing the recruitment, such conflicts must be appropriately declared, and approval for the appointment obtained from the CEO.

#### **4.2. Equal Employment Opportunity**

Equal Employment Opportunity (EEO) means choosing the best person for the job, without regard to the person's:

- sex, gender identity, sexual orientation
- marital status, pregnancy, breastfeeding
- carer's status, physical features, age
- medical record, political belief or activity, trade union activity
- sexual preference, lawful religious belief, social origin
- race (including colour, nationality and ethnic or national origin), state of being a parent, childless or a de facto spouse, irrelevant criminal record
- Impairment that a person has now, has had in the past, (e.g. mental illness), may have in the future (e.g. family history of a disability that may develop in the future, or is believed to have (e.g. if a person is thought to have Hepatitis C or HIV), or a personal association with someone (such as a friend or relative) who has (or is assumed to have) one of the above characteristics.

When interviewing applicants for a job under Equal Opportunity legislation it is illegal for an employer to discriminate against a person on the above grounds in determining who should be offered employment.

#### **4.3. Position Related Declarations, Checks & Licences**

Once the preferred candidate has been identified, some, or all of following checks may apply and employment with the organization is conditional on the preferred applicant completing/passing/validating these position specific requirements.

- pre-employment Health Declaration - Candidates must complete the Pre-employment health declaration form and return it once they are identified as the preferred candidate for the position.

- reference checks - Candidates are asked to nominate a minimum of 2 professional referees who will be contacted to support their application.
- security clearance checks – if there are positions within the organization requiring Security Clearance, the candidate must be able to gain Security Clearance.
- health assessment checks – the organization can only ask candidates to complete a health check as it relates to the position they are being considered for (see pre-employment health checks also).
- psychometric or aptitude testing - if deemed appropriate to incorporate psychometric / aptitude profiling assessments as an additional recruitment tool for some positions.
- license and certificate checks – where a position requires the person to hold licenses or certificates such as (but not limited to) driver’s license, forklift license, truck driver’s license, First Aid certificate.
- visa checks - if a candidate is not an Australian resident, the CEO needs to sight the visa to confirm that the candidate is allowed to work and for how long.

Without satisfactory completion of the relevant declarations, checks and licenses a candidate cannot be employed.

#### **4.3.1. Pre-employment Health Declaration**

Employment with the organisation is conditional on the preferred applicant being a fit and proper person and able to perform the inherent requirements of the position.

When completing the pre-employment health declaration, it must be in full knowledge of the position and selection criteria.

The primary purpose of a pre-employment health declaration is to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm.

The pre-employment health declaration enables the organisation and prospective employees to comply with obligations under the *Workplace Injury Rehabilitation and Compensation Act 2013* and the *Occupational Health and Safety Act 2004* and the *Equal Opportunity Act 2010*.

Failure to make a disclosure, or the making of a false or misleading disclosure, may disentitle a person to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* in certain circumstances.

## **Reference Documents**

The following are to be used in conjunction with this policy:

- a. Code of Conduct
- b. Fair Work Act 2009 (<https://www.fairwork.gov.au>)
- c. Workplace Injury Rehabilitation and Compensation Act 2013
- d. Occupational Health and Safety Act 2004
- e. Equal Opportunity Act 2010
- f. Manager’s recruitment guide
- g. Staff requisition form
- h. Position description template

## **Review**

This policy will be reviewed and updated every two years or sooner if required.

It will be approved by the Board and readily accessible by all staff via the People & Policy App on Salesforce.

This policy will be published on the organisation's website.

Any questions in relation to the policy, please contact the CEO.