

HR004 – Recruitment and Selection Policy

1. POLICY CERTIFICATION

Policy title:	Recruitment and Selection Policy
Policy number:	HR004
Category:	Policy
Classification:	Human Resources
Status:	Approved 12 April 2012

2. PURPOSE

Roper Gulf Regional Council aims to attract and retain skilled and engaged staff in a way that meets all legislative and regulatory obligations. The purpose of this policy is to affirm Roper Gulf Regional Council’s commitment to ensuring compliance with Section 104 (a) of the *Local Government Act 2008* requirement for a standard approach to be adopted for the recruitment and selection process.

Roper Gulf Regional Council achieves the alignment of business needs and staff skill by utilising the standards outlined in the Recruitment and Selection Procedure.

3. ORGANISATIONAL SCOPE

This policy and associated procedures applies to all recruitment activity undertaken within Roper Gulf Regional Council with the exception of the Chief Executive Officer position.

4. POLICY STATEMENT

Roper Gulf Regional Council (Council) strives to ensure that its recruitment activity results in the attraction and retention of skilled and engaged staff in a way that meets all legislative and regulatory obligations. The recruitment and selection procedures are intended to ensure that we attract and appoint applicants with the right skills, knowledge, behaviours and experience to meet the needs of all its vacancies. In light of this Council ensures that it appoint on the basis of merit, without discrimination and in line with s104(a) of the *Local Government Act 2008*.

All recruitment and selection procedures and decisions reflect Council’s commitment to providing transparency, fairness and equal opportunity by assessing all applications for advertised positions on the basis of merit according to their skills, knowledge, qualifications and capabilities.

All Information relating to recruitment, selection and appointment of employees will remain confidential to those involved in the formal process. Any personal information collected, stored, used or disclosed under the Recruitment and Selection procedure will be managed in accordance with the Council’s Privacy Policy. Information will only be released if required by law.

5. DEFINITIONS

Merit	<p>Merit is defined as: The capacity of the person to perform particular duties, having regard to the persons;</p> <ul style="list-style-type: none"> • Knowledge; • Skills; • Qualifications; • Experience; • Potential for future development of the person in the job .
Regulatory Compliance Instruments	<p>An external compliance instrument provided by legislation, regulation, standards, statutes or rules, including subordinate instruments.</p>
Senior Staff	<p>Staff members at Managerial level and above who hold delegated executive and decision-making powers and functions.</p>
Permanent Employment	<p>Means all employment other than fixed term, temporary or casual. Permanent employment may be fulltime or part-time</p>
Maximum Term Employment	<p>Refers to a contract of employment made for a stated period, but which allows the employer to terminate the employment with notice before the fixed period expires. Maximum term contracts are offered for appointments at Senior Staff level.</p>
Fixed Term Employment	<p>Means a specified term or ascertainable period for which the letter of offer will specify the start and finish dates of that employment as well as the nature of employment.</p>
Temporary Employment	<p>Means engagement as relief for the purpose of planned and unplanned absences of staff in substantive positions</p>
Casual Employment	<p>Means employment on a short-term basis where there is no guarantee of an ongoing employment arrangement.</p>

6. RECRUITMENT PROCESS

6.1 Identifying the hiring need

Prior to commencing the recruitment process, the hiring department will conduct a review of the need for the position, considering the following:

- Council approved establishment positions within the department.
- Strategic and operational plans for the work area and Council funding.
- Current staffing structure and skill levels.
- The diversity of staffing profiles.
- Any foreseeable changes which might impact on the area or the role.
- How the need for the position duties might best be met.

In reviewing the hiring need, consultation should be undertaken with any relevant stakeholders. Broad consultation at an early stage in the process will ensure effective workforce planning and a streamlined recruitment turnaround.

6.2 Position descriptions

A decision to undertake a recruitment exercise may result in an updated position description which outlines the key outcomes and activities to be undertaken as well as the essential and desirable criteria. All position descriptions must be drafted by the hiring department using the Council's position description template to ensure consistency. The hiring department, a senior staff member and Human Resources will evaluate all positions prior to recruitment action to confirm the classification level.

Positions classified outside of the Council approved establishment will require CEO authorisation prior to recruitment activity.

6.3 Approval to recruit (RRF)

A Recruitment Request Form (RRF) is used to initiate recruitment and selection and should be forwarded, once completed and authorised, to Human Resources.

The recruitment and selection process cannot commence until Human Resources receives the approved RRF including an electronic copy of any revised and approved Position Description.

6.4 Advertising

All recruitment advertising will be coordinated by Human Resources. Recruitment of all permanent, temporary, fixed term and casual positions will be through internal advertisement to promote career pathing opportunities and external advertisement to capture a broad field of suitable applicants. Online advertising is Council's preferred medium for advertising all positions.

Employees are encouraged to share position vacancy information with their professional networks through the use of electronic communication. Approval for any associated costs must be gained in advance from the hiring department. When sharing position vacancy information, employees should ensure that they are aware of, and comply with, legislative obligations and the Council's applicable Policies and Procedures.

Advertising in print Media will be offered in exceptional circumstances. The General Manager will consider these requests on a case by case basis.

A field of applicants may be supplemented by inviting applications or referrals from employment agencies or other sources after consideration of cost. The hiring department may request the use of an employment agency as a means of external advertising. The General Manager will consider these requests on a case by case basis.

Human Resources will be responsible for applicant management throughout the recruitment activity and will conduct the initial cull of applicants based on the essential criteria of the role. Variations to the duties or selection criteria contained within the position description cannot be made after the position has been advertised.

6.5 Recruitment and selection panels

It is important that recruitment and selection decisions are based on merit and free from bias. Establishing a diverse and balanced selection panel, responsible for identifying the preferred applicant, will ensure that decision-making upholds these principles.

HR004 – Recruitment and Selection Policy

A selection panel should have an appropriate number of members.

<i>Grade/Level</i>	<i>Panel Members</i>
Grade 1-3	Minimum 2, Maximum 3
Grade 4-8	3
Grade 9-12	Minimum 3, Maximum 4

The Convenor of the panel will be the Hiring Manager. The Panel Convenor will be identified prior to advertising. At least one member of the selection panel must have completed the Council's mandatory training for recruitment and selection.

Best practice is to have a panel that reflects the diversity of the community, as far as practicable. This means including people of different genders, Aboriginal and/or Torres Strait Islander people, people with disability, people from culturally and linguistically diverse communities, and lesbian, gay, bisexual, transgender, gender diverse and intersex people.

A selection panel requires gender representation with a minimum panel size as per the above table. A larger panel may be used to overcome potential judgement bias. For all identified and specified positions, at least one panel member must identify as Aboriginal and/or Torres Strait Islander.

A panel member external to Council with appropriate specialist knowledge relevant to the vacant position may be invited to participate on a Council selection panel. The Panel Convenor is responsible for ensuring that an external panel member understands and complies with Council Policy and Procedures.

The Panel Convenor is responsible for ensuring that every panel member (including external panel members) complies with all relevant Council Policies and Procedures, including declaring any perceived, potential or actual Conflict of Interest; and all recruitment and selection documentation is complete and accurate.

The selection panel will seek to be objective and maintain equity and confidentiality of the recruitment and selection process at all times.

Human Resources will draft the competency-based interview questions for approval by the Panel Convenor. The Convenor will prepare the technical questions and any preferred selection methods for the interview. Selection methods must be relevant to the position and may also include presentations, work samples, and performance tests.

6.6 Shortlisting

Human Resources will screen out applicants who do not meet essential requirements clearly stated in the job advertisement and position description, such as holding a specific qualification or license, or having the right to work in Australia.

Once applications are closed, eligible applications will be provided to the Panel members for shortlisting. Each panel member will conduct their review using the shortlisting form. Panel members will shortlist individually in the first instance and Human Resources will coordinate the consensus on the final selection for interview.

The Panel Convenor may accept late applications with valid reasons. Applicants not shortlisted will be notified by Human Resources as soon as possible, unless the selection panel requests otherwise.

Applicants who have failed to address the selection criteria, as requested in the advertising, will be assessed on the basis of their resumes and any other relevant information available to the panel.

6.7 Interviews

Interviews are required for all positions (in person, via telephone, video conference or other online medium).

Interviews must be structured in such a way to enable collection of sufficient evidence to confirm that the applicant(s) selected have the required skills, experience and motivation to carry out the inherent requirements or duties of the role and also demonstrate a commitment to the industry and values of Council.

The selection panel should prepare the interview process using the supporting documentation and templates provided by Human Resources. After all interviews have been completed, the selection panel must reach consensus on a recommendation decision.

Selection panels must be satisfied that the recommended candidate meets the selection criteria and is suitable for the position. It may also be appropriate not to recommend any of the candidates for appointment from the interview. In such cases, the Panel Convenor should contact Human Resources to advise of the decision and discuss alternative recruitment options.

6.8 Oral reference reports

Oral reference checks of the preferred applicant are conducted by the Panel Convenor and must remain confidential and be documented.

A minimum of two oral reference reports must be obtained to confirm the preferred candidate's merits against the selection criteria, before the recommendation to appoint is made. Wherever possible, a minimum of one of the oral reference reports should be obtained from the current or immediately previous Supervisor of the preferred candidate.

Reference Information can only be obtained from referees nominated by the applicant. If additional Information is required, the applicant must be asked to nominate additional referee/s.

6.9 Probity Checks

Please refer to the Pre-employment Screening Policy and Procedure.

6.10 Appointment

Human Resources will administrate the recommendation of the preferred candidate on receipt of the panel paperwork. The General Manager may:

- Approve the recommendation; or
- Not support the recommendation and provide the Panel Convenor with the reasons why the decision was not supported. The selection panel will be notified of this recommendation by the Convenor.

Where the General Manager forms part of the selection panel, approval to appoint is to be provided by the CEO.

On approval from the General Manager, the Panel Convenor will make a verbal offer of appointment to the preferred candidate. Following a verbal acceptance, Human Resources will confirm the offer of appointment to the preferred candidate in writing. Human Resources is the only department authorised to make written offers of appointment.

HR004 – Recruitment and Selection Policy

Where the preferred candidate declines the offer or fails to commence work, an offer of appointment can be made without re-advertisement to another eligible candidate who best meets the selection criteria after the panel has completed due process of interview, reference checks and probity.

Where the appointee ceases employment at the Council within three months of the closing date of the original vacancy advertisement, an offer may be made without re-advertisement to another eligible candidate who best meets the selection criteria after the panel has completed due process of interview, reference checks and probity. This can occur only where the position description has not changed.

Where an identical position to that advertised becomes vacant within three months of the closing date of the original vacancy advertisement, an offer may be made without re-advertisement to another eligible candidate who met the selection criteria after the panel has completed due process of interview, reference checks and probity.

6.11 Unsuccessful applicants

Unsuccessful applicants will be dealt with courteously and sensitively by Human Resources. Unsuccessful applicants will receive written notification.

Unsuccessful applicants who have been interviewed can seek feedback on their application from the Panel Convenor or nominee, on behalf of the selection panel, by contacting Human Resources. Human Resources will refer any applicant concerns regarding the recruitment and selection process in the first instance to the Panel Convenor. If the Convenor is not able to resolve the issue, or requires advice or assistance, the matter is referred to the Human Resources Manager. Alternatively, an applicant's written concerns may be forwarded to the Human Resources.

6.12 Documentation

All recruitment and selection documentation provide to the panel must be returned to Human Resources for destruction or record keeping in accordance with the Records Management Policy. Each panel member's formal recruitment and selection documentation will remain on the recruitment file.

6.13 Recruitment and selection expenses

All advertising, interview, travel, employment agency, probity checks, relocation and associated expenses are met by the recruiting cost centre.

7. Forms of Employment and Eligibility

This guideline refers to employees directly engaged by Council as an employee on terms that correspond with one or more of the types of employment prescribed in this clause.

7.1 Permanent employment

Means all employment other than maximum term, fixed term, temporary or casual. Permanent employment may be fulltime or part-time.

7.2 Maximum term employment

Means an employment arrangement where the parties agree that the agreement will not necessarily last for the full term of the contract. The employment arrangement is said to end by a 'sunset' date however the employment arrangement can be terminated earlier by either party.

7.3 Fixed term employment

Means an employment arrangement that is required to undertake a particular range of duties of a funded position for a specified term or ascertainable period or an approved project role above establishment, for which the letter of offer will specify the start and finish dates of that employment as well as the nature of employment and may be for the purpose of;

- A specific task or special project.
- Providing additional or specialist assistance to a role within establishment.
- A funded position for a specified term; and
- Will be employed under the following conditions;
- Fixed term staff employed for a period of 6 months or more will participate in and successfully complete a qualifying period before being confirmed in the fixed term role.
- Fixed term staff will be entitled to pro rata leave entitlements and an agreed salary level.
- There is no guarantee of an ongoing employment arrangement beyond the offered relief period and completing the offered period is dependent on performance and attendance.
- Engagement for a fixed term period will be for a maximum of 12 months.

7.4 Temporary employment

Means employment for a period of 12 weeks or more and staff will be engaged as relief for the purpose of planned and unplanned absences of permanent, maximum term or fixed term staff for establishment positions under the following conditions;

- Temporary staff will participate in and successfully complete a qualifying period before confirmed in the temporary role.
- Temporary staff will be entitled to pro rata leave entitlements and an agreed salary level.
- There is no guarantee of an ongoing employment arrangement beyond the offered relief period and completing the offered period is dependent on performance and attendance and the notice of return of the permanent employee to their substantive position.
- Engagement for a period of relief will be for a maximum of 12 months.

7.5 Casual employment

Means employment on a short-term basis (less than 12 weeks), and staff will be engaged as relief for the purpose of planned and unplanned absences of permanent, maximum term or fixed term staff for establishment positions under the following conditions;

- There is no guarantee of an ongoing employment arrangement beyond the offered relief period, the engagement is casual in nature and completing the offered tenure is dependent on performance and attendance and the return of the permanent employee to their substantive position.
- Engagement will be for a minimum of 4 hours per day which will also serve as the notice period if the engagement is terminated.

HR004 – Recruitment and Selection Policy

7.6 Fulltime employment

Is employment that is engaged for the full hours specified for the substantive position up to 38 hours per week (dependent on Award or contractual conditions).

7.7 Part-time employment

Is employment that is engaged for hours less than fulltime hours specified for establishment positions or less than 38 hours per week dependent on the role, including job share arrangements and are engaged as follows:

- For not less than four (4) hours per day.
- Hours worked in excess of agreed part-time hours in the establishment position will be paid as ordinary time up to a maximum of 38 hours per week.
- If eligible, are entitled to all fulltime employee benefits and accruals of the position held on a *pro rata* basis.
- Change in hours and/or days can only be by agreement of both Council and the employee and must be confirmed in writing.

7.8 Eligibility

To be considered for permanent, maximum term, fixed term, temporary or casual positions at Council is as follows:

- An Australian citizen or have the right to work within Australia.
- Not currently working at Council within a qualifying period.
- The staff member being able to be released from the current permanent, maximum term, fixed term, temporary or casual position.

8. REFERENCES

Related Policies	<ul style="list-style-type: none"> • <i>HR001 - Employee and Contractor Code of Conduct</i> • <i>HR005 - Confidentiality and Privacy Policy</i> • <i>HR006 - Working with Children Certificate</i> • <i>HR023 – Criminal History Check Policy</i> • <i>HR024 – Special Measures Recruitment Policy</i>
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act 2008</i> • <i>Work Health and Safety (National Uniform Legislation) Act 2011</i> • <i>Anti-Discrimination Act 1992</i> • <i>Interpretation Act 1978</i> • <i>Information Act 2002</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Local Government Industry Award (LGIA) 2010</i> • <i>Racial Discrimination Act 1975 (Cth)</i>

HR004 – Recruitment and Selection Policy

	<ul style="list-style-type: none"> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Disability Discrimination Act 2004 (Cth)</i> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Privacy Act 1988 (Cth)</i> • <i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i>
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9. DOCUMENT CONTROL

Policy number	HR004
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10. CONTACT PERSON

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