

SUBJECT: <i>EMPLOYEE RECRUITMENT & SELECTION POLICY</i>	FILE NO:	PER/0602
ADOPTED BY COUNCIL ON: 16 July 2009	MINUTE NO:	256.07.09
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Introduction

The Employee Recruitment and Selection Policy is established to enable the organisation to meet its legislative commitments in relation to equal employment opportunity and anti-discrimination.

Objectives

The organisation aims to hire the best applicants for the available positions, making the best use of their abilities and providing job satisfaction, whilst ensuring that appropriate communication, records and human resource controls are maintained.

Identification

1. Position and Role Review

Prior to any recruitment activities being undertaken in relation to a vacant position an assessment is to be made as to the ongoing requirements for the role. This assessment will include consideration of budgetary implications and future business requirements of the organisation in relation to the role. Additionally, the position description will be reviewed and updated.

2. Position Description

A position description is a statement of the tasks, duties and responsibilities of a job to be performed. It entails an understanding of the relationship of a specific position to other positions in the organisation and to the organisation's overall goals and operations. It must also reflect the outcome of the work performed and the standard of performance required.

Position descriptions are to be reviewed on a regular basis. Minimum review periods are at the time of the annual performance review and prior to the recruitment process proceeding.

The minimum requirements for a position description are:

- Position Title;
- Relevant Award and Award Classification;
- Direct Supervisor or Manager the position reports to;
- Employment Prerequisites;
- Authority;
- Primary Objectives;
- Primary Tasks;
- Secondary Tasks;
- Key Communications, external and internal;
- Challenges of the position;
- Key Competencies;
- Selection Criteria

3. Advertising of Vacancies

If a natural successor has not been identified for the role, the position will be advertised internally and externally. Positions are advertised internally to encourage suitably qualified employees to apply.

External advertising may include local and interstate newspapers, professional or industry journals, Local Government job directories, Council and other employment/government websites. As a minimum a position is to be advertised in a daily circulating paper within the municipality.

All advertisements for positions are to include the position title, basic conditions of employment, essential qualifications or experience and the salary range; in addition to the closing date, contact details for further information, application requirements, how and where to lodge an application and a statement that Council is an equal opportunity employer.

All persons interested in applying for a position are to contact Council for an employment kit and Council is to forward this promptly upon request. The employment kit will contain a position description (including selection criteria) and a recruitment information sheet.

4. Selection Panel

A Selection Panel shall be convened to assess the applications received. The Selection Panel shall consist of three persons, one shall be the Manager to whom the position reports, and two representatives nominated by the General Manager. Where there is a mixture of male and female applicants, the panel will ensure that a gender balance exists within the panel.

Where a member of the Selection Panel has a significant relationship with a short-listed applicant (such as a relative), that panel member will remove themselves from the selection and interview process on the basis that there may be a conflict of interest. Such conflicts of interest are to be notified to the General Manager as soon as they become known.

Following the closure of the advertising period, the Selection Panel shall determine a short list of the applicants. Short listing will be based upon an assessment of the application against the selection criteria. The Selection Panel will rank applicants according to their assessments in order to determine those applicants to be interviewed.

Applicants shall be interviewed and assessed according to a set of agreed questions formulated by the panel. Interview questions will be relevant to the advertised position; derived from the selection criteria and seek to identify the experience and ability of the applicants in relation to the role. Interview questions will not make reference to issues such as marital status, health, political ideals or any other matter not related to the performance of the role.

The assessment of suitable applicants should be done in accordance with the merit principle together with the principles of equal employment opportunities. The merit principle has regard to the knowledge, skills, qualifications, experience and potential for future development of each person in relation to their individual capacity to perform the duties and responsibilities associated with the position.

Following completion of the interview process, the Selection Panel will make a recommendation to the General Manager as to the outcomes of the interview process. The General Manager may either endorse or reject the recommendations of the Selection Panel.

5. Conviction Check

A federal conviction check will be required for the preferred applicant; any information obtained will be assessed against the requirements of the position.

All costs for the federal conviction check will be met by Council.

6. Pre-Employment Medical

A pre-employment medical examination will be required for the preferred applicant. Information is to be requested only in regard to that which is directly relevant to the position. The applicant will be provided with a pre-employment medical form/s to take to a general practitioner for completion.

All costs for the medical examination will be met by Council.

7. Offer of Employment

All offers of employment are to be made in writing, irrespective of the nature of the employment (casual, temporary or permanent).

All non successful applications are also to be notified in writing.

Letters of offer are to contain information relevant to the appointment, including:

- Basis of employment offer, i.e. contract, part time, permanent fulltime.
- Period of employment, if appropriate.
- Remuneration details.
- Superannuation contribution details.
- Hours of work.
- Leave entitlements
- Compliance with OH&S and other policies of Council.
- Probation period.
- Uniform or other employment benefits.
- Pre-employment medical details.
- Federal conviction check requirements.
- Other contractual details if relevant.

Two copies of the letter of offer are to be provided to the successful applicant, one for their records and the other to be signed in acceptance of the position and returned to Council.

8. Probationary Period

A six month probationary period applies to all new employees; applicants are to be advised of this at the time of interview and the successful applicant in the letter of offer. The probation period may be longer if determined necessary and relevant to the position by the General Manager.

The General Manager may also extend a probation period, however the total period shall not exceed 9 months. Extended probation period may be made under the following circumstances:

- Extended absence due to illness or injury, both personal and work related.
- Poor performance, competence or attitude as assessed by the Department Manager.

9. Casual and Temporary Employees

The organisation often has a need for casual employees as a result of budgeted seasonal workload fluctuations, an increase in work activity for a few weeks, illness of permanent staff or for special projects. These situations mean that extra staff are required at short notice.

Casual employment is usually short term and of an irregular basis. Casual vacancies may be filled via general advertisement (internal and/or external), employment agency or by identifying potential candidates without advertising.

These vacancies will usually fall into two categories:

Vacancies resulting from illness, increased workload or special projects

- These vacancies require authorisation before employing staff as they are considered additional to the budgeted staff level.

Budgeted casual staff shown in the Annual Plan

- These vacancies are the responsibility of the appropriate Department Manager.

Casual employees will be paid a 20% loading in lieu of leave entitlements, including annual and sick leave.

Where an employee is likely to be required to fulfill a particular role on a casual basis for more than 12 months, the organisation will discuss the nature of future employment arrangements with that employee in order to determine mutually acceptable terms of ongoing employment.

Related Legislation, Regulations and Policies

Local Government Act 1993

Anti-Discrimination Act 1998

Human Rights and Equal Opportunity Commission Act 1986

Workplace Relations Act 1996

Workplace Health & Safety Act 1995

Responsibilities

Coordination of the recruitment process is the responsibility of the Office Manager. The General Manager's approval is required prior to advertising a vacancy and making any offer of employment.

Department Managers seeking to recruit new staff must consult with the General Manager about their recruitment needs. Each Department Manager is responsible for adhering to this policy.