

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

### **Introduction**

The Employee Recruitment Policy is established to enable the organisation to:

- Ensure recruitment is based on merit.
- Reduce risk of legal claims relating to discrimination.
- Provide cost effective recruitment solutions.

### **Objectives**

The organisation aims to hire applicants on merit, 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 an assessment is to be made as to whether an additional resource is needed and whether the tasks and activities that need to be carried out can be via other means e.g. redesign of another role, different systems/processes, development opportunity. If there is a requirement for additional resources via employment the most suitable employment mode should be determined together with the workload (hours) required.

Employment modes include:

1. Ongoing/permanent
2. Fixed-term
3. Casual

Hours maybe full-time (37.5 hours per week) or a reduced amount on a regular rostered basis which would meet the definition of part-time, or alternatively hours which are unpredictable and potentially change from commitment to commitment and therefore casual.

#### **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.

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 any recruitment process.

### 3. Filling a Vacancy

#### A) *Direct Appointment*

From time to time the Council may benefit from making a direct appointment. This means appointing an individual without advertising the role via the normal methods or completing all the steps of a selection appointment.

If the Hiring Manager wishes to make a direct appointment a report must be provided to the General Manager outlining the reasons a direct appointment approach is desired/preferred. Reasons for direct appointment may include:

- Role is casual or fixed-term in nature.
- Person has lodged expression of interest to work with Council.
- Specialist skills, knowledge and experience are required and there is a known short supply of this.
- Past difficulty attracting or recruiting for the role or like roles and the need to actively seek and approach staff within existing roles at other organisations to fill the position.
- If there is only one applicant for the role post an advertising process and they are considered suitable.

The General Manager is to then review the reasons provided and decide if a direct appointment process is appropriate. The General Manager is to inform the Hiring Manager in writing of the final decision taken before any appointment is made.

In the event the role being filled is via a General Manager direct appointment, a report is to be provided to the Mayor outlining the reasons for the direct appointment. Reasons for direct appointment may include:

- Role is casual or fixed-term in nature.
- Person has lodged expression of interest to work with Council.
- Specialist skills, knowledge and experience are required and there is a known short supply of this.
- Past difficulty attracting or recruiting for the role or like roles and the need to actively seek and approach staff within existing roles at other organisations to fill the position.
- If there is only one applicant for the role post an advertising process and they are considered suitable.

Once presented with the report the Mayor may discuss the proposed appointment with the General Manager but is not to unreasonably interfere or try to influence the hiring process or decision.

All offers of employment are to be provided in writing.

*B) Selection Appointment*

A selection appointment involves appointment of a Selection Panel which will include the Hiring Manager and two other parties. The Panel should include representation from both genders. Some panels may benefit from one party being an external stakeholder.

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 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.

The selection appointment process involves:

- Applications received shortlisted against the selection criteria by Hiring Manager and one member of the Selection Panel.
- Applicants interviewed by the full Selection Panel and determined if appropriate for the position. Interview questions will be based on the Position Description and primarily the selection criteria. There will not be questions of a personal nature which could give rise to discriminatory inferences or claims.
- Referee reports collected by Hiring Manager for preferred candidate and shared with the Selection Panel.
- Hiring Manager determines proposed salary within Enterprise Agreement boundaries for General Manager approval.
- Preferred candidate advised of intent to offer subject to pre-employment checks.
- Offer made after pre-employment check clearance and forwarded in writing for consideration.
- Upon offer acceptance, unsuccessful candidates notified in writing.

*C) Expressions of Interest Register*

The Council may seek to maintain an Expression of Interest Register for general roles in Council e.g. Administration or Works. Expressions maybe sought via the Council website. Expressions received will remain on file for 12 months from the date of submission.

The Expressions of Interest Register can be reviewed when the need for a position arises and suitable parties contacted to ascertain their availability and interest.

*D) Advertising*

If a role is for an ongoing/permanent position and is not subject to direct appointment it must be advertised. If more than one applicant applies it must progress through a selection appointment process.

If the Hiring Manager wishes to advertise a role instead of making a direct appointment or using existing expression of interests due to concerns about people or lack of people available via these means, the General Manager must approve the advertisement process.

If there are multiple existing employees who may be interested in and capable of performing a role, an internal only advertisement maybe appropriate.

In all cases the external advertisement process used must be cost effective and include advertising in the Flinders Island circular.

#### *E) External Agent*

In some instances Council may decide to outsource the advertising and initial selection process to an external agent. This may be required due to seniority of roles, specialist roles, number of roles or if it provides for a more cost effective solution. It is the Hiring Manager's responsibility to manage any external agent appointed to support a recruitment activity.

#### **4. Pre-Employment Checks**

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.

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.

#### **Related Legislation, Regulations and Policies**

*Local Government Act 1993*

*Anti-Discrimination Act 1998*

*Human Rights and Equal Opportunity Commission Act 1986*

*Work Health & Safety Act 2012*

*Fair Work Act 2009*

#### **Responsibilities**

Coordination of the recruitment process is the responsibility of the Hiring Manager with support from the Corporate Services Manager (and/or Coordinator) if needed. The General Manager's approval is required prior to advertising a vacancy and making any offer of employment.

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