

S-HR7-P Employee Recruitment and Selection Procedure

Department	Governance
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1 Definitions:

Recruiting Manager - The person requesting a position be recruited.

Key Selection Criteria - Describe the specific skills, attributes, knowledge and qualifications that are essential and/or desirable to perform the position.

Selection Committee - A group of people selected to assess candidates for a position.

Conflict of Interest - Where an individual's real or perceived personal interests could compromise their judgment, decisions, or actions in the workplace.

Workload - The hours of work required for a role. The workload may be full-time (37.5 hours per week); part-time (reduced amount on a regular rostered basis), or casual (flexible hours which may change on an as needs basis).

Employment Mode - Contract style of a position – Ongoing/Permanent, Fixed Term, Casual or Contractor/Consultant.

2 Position and Role Review

An assessment is required to consider the need for the position. This assessment should address the following:

- Can the position be re-designed or restructured?
- Is this an opportunity to share services with another Council/business?
- Can different systems and/or processes be implemented?
- Is it appropriate to use a consultant or contractor?
- Could this be a development opportunity for an existing staff member?
- Is an additional resource required to be recruited?

If there is a requirement for additional resources via employment, the most suitable employment mode should be determined, together with the workload required.

3 Recruitment Authorisation

All new or replacement positions must be authorised by the General Manager. The Recruiting Manager will provide the General Manager with a written assessment outlining the need for the position, taking into account the department's staffing requirement and Council's strategic and operational plans. The Recruiting Manager, in consultation with human resources staff, must also provide the following supporting documentation:

3.1 Position Description

The position description is a written statement of the primary tasks, duties, responsibilities, interactions, qualifications and experience attached to a specific position.

3.2 Selection Criteria

The selection criteria will include the knowledge, skills, experience and qualifications the ideal candidate should possess to successfully fulfil the functions of the position. The

selection criteria will facilitate an objective and merit-based assessment against the applicant's skills and abilities.

4 Filling a Vacancy

All positions are to be externally advertised through the placement of advertisements in newspapers and/or online sources, as well as advertising on the Council website and social media platform.

In all cases, the external advertisement process used must be cost-effective and include advertising in the local Flinders Island newspaper.

The placement of external advertisements will be coordinated through human resources. A contact officer will be appointed for all advertised positions. The contact officer will have an understanding of the position and normally be the immediate supervisor or recruiting manager of the position or a human resources staff member. Contact officers must interact with potential applicants in a discreet, professional and non-discriminatory manner.

4.1 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 a cost-effective solution. It is the Recruiting Manager's responsibility to manage any external agent appointed to support a recruitment activity.

5 Acknowledgement of Applications

All applicants will receive written confirmation of their application and an outline of the recruitment process.

6 Appointment of Selection Panel Members

Selection panel members will be appointed by the General Manager and will include the Recruiting Manager and two other parties. Both male and female panelists should be selected where possible.

Where a member of the Selection Panel has a significant relationship with a short-listed applicant (such as a relative or close associate), that panel member must 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.

7 Shortlisting of Applicants

All applications will be assessed against the key selection criteria. The selection panel will score applicants on their covering letter and resume, as well as how they addressed the selection criteria and desired attributes. Not every applicant who meets the essential criteria needs to be interviewed. At least two members of the selection panel must be involved in the shortlisting process.

8 Interviews

All positions require a minimum of one round of interviews prior to the final selection being made. Interview questions will include a series of behavioural-based questions relating to the key performance requirements of the position and based on the defined selection criteria. These will be prepared by Human Resources in conjunction with the Recruiting Manager. Candidate responses to the selection criteria will be scored using a standardised scoring process. Where appropriate, relevant skill and psychometric tests may form part of the selection process.

A formal selection report must be provided to the General Manager for approval prior to an offer of the position being made to the preferred candidate. The panel shall, where possible, reach consensus on the applicant with the most merit to fill the position. Where consensus cannot be reached, or where two or more applicants are considered equal by the panel, the relevant information will be referred to the General Manager for determination.

9 Due Diligence

A candidate will be required to provide the following information prior to any offer of employment being made:

References – Name and contact details of the two most recent employers. If two employers are not available, an educational-based referee may be used. Referee checks must relate to the inherent requirements of the position and will be coordinated by the Recruiting Manager or Human Resources staff.

Evidence of Identity - Driver's licence, passport or other Government-issued photographic identification.

Evidence of Qualifications – Original or certified copies of relevant academic and professional qualifications and applicable work licences.

For certain roles, additional checks may be required.

National Police Clearance

Bankruptcy Check - For senior financial positions within the Council.

Pre-Employment Medical Assessment - The purpose of this assessment is in the interests of the prevention of industrial injury and/or illness by the proper placement of employees in those positions best suited to their physical capabilities. The medical assessment will be undertaken by a medical examiner of Council's choice. Council will pay the medical examiner's fee.

Working with vulnerable people check – If the employee will be working within the Community Development Department, they will be required to apply for a working with vulnerable children check.

10 Job Offers and Employment Commencement

On approval from the General Manager and the completion of all required pre-employment checks, the successful applicant will be offered the position.

11 Employment Agreements/Contracts

All successful applicants will receive a letter of appointment (agreement-based employee) or a letter of offer and employment contract (common law contract). The letter of appointment and letter of offer/employment contract are some of the most important documents that may be issued by the Council. Together with the prospective employee's acceptance, it forms the basis of the contract of employment. The letter of employment should contain the following information as a minimum:

- a) Name and personal details of the Employee and the employer;
- b) Position title and duties together with a copy of the position description;
- c) Commencement date and cessation date (if required)
- d) Type of Employment (full-time, part-time, casual, fixed)
- e) Hours and days of work and place of work;
- f) Method of payment, rate and payment arrangements;
- g) Supervisor/line authority;
- h) Employment Conditions (Superannuation, leave entitlements, notice period etc.);
- i) Probationary period and review mechanisms;
- j) Confidentiality Agreement; and
- k) References to the applicable award, industrial agreement and policies and procedures.

The employment documents must be signed and returned by the applicant prior to the commencement of employment. At any time during the period of employment, any changes to the terms and conditions of employment will require a new contract of employment or letter of appointment must be completed and the employee must agree prior to the variations or change taking place.

12 Notification of Appointment

Once confirmation of acceptance has been received, all unsuccessful applicants will be notified in writing.

13 Probationary Period

All new employees will be subject to a minimum of a three month probationary period. The employee's performance will be formally reviewed in accordance with Council's Enterprise Bargaining Agreement or employment contract. During the probationary period, the manager should provide the employee with feedback on their work performance and any areas where unsatisfactory performance has been identified. Should a probationary employee be demonstrably not suitable for the position based on their capacity and abilities, their employment may be terminated, subject to the provisions of the relevant employment legislation, the relevant Enterprise Agreement or contractual entitlements.

14 Record Keeping

During the recruitment and selection process, applications and information relating to applications will be recorded and stored appropriately. Applications will be stored in accordance with the provisions of the *Archives Act 1983* and *Personal Information Protection Act 2004*. The report recommending the appointment of the successful candidate will be filed on the job application file to ensure transparency of the process.

15 Related Legislation, Regulations and Policies

Local Government Act 1993 (Tas)
Anti-Discrimination Act 1998 (Tas)
Archives Act 1983
Australian Human Rights Commission Act 1986 (Commonwealth)
Work Health & Safety Act 2012 (Tas)
Fair Work Act 2009 (Commonwealth)
Sex Discrimination Act 1984 (Commonwealth)
Racial Discrimination Act 1984 (Commonwealth)
Disability Discrimination Act 1992 (Commonwealth)
Age Discrimination Act 2004 (Commonwealth)
Workplace Gender Equality Act 2012 (Commonwealth)
Worker's Rehabilitation and Compensation Act 1988 (Tas)
Privacy Act 1988 (Commonwealth)
Flinders Council Enterprise Bargaining Agreement 2019-2023
Archives Act 1983 (Tas)
Personal Information Protection Act 2004 (Tas)

16 Responsibilities

Coordination of the recruitment process is the responsibility of the Recruiting Manager with support from Human Resources if needed. The General Manager's approval is required prior to advertising a vacancy and the offer of employment.

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