



## **Policy No. 2013- 18**

# **Employee Recruitment & Selection Policy**

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## **1. POLICY STATEMENT**

1.1 Council is committed to ensuring recruitment and selection of prospective employees is in accordance with Section 63 (2) of the *Local Government Act (1993)* and any other relevant employment legislation in that:

- a) All prospective employees receive fair and equitable treatment without discrimination, and;
- b) All existing employees receive fair and equitable treatment without discrimination.

1.2 Effective employee selection and the subsequent management of employees are critical to the success of the Council and the provision of services to the community. This success depends on Council's ability to identify, attract and develop employees.

1.3 Council is committed to an effective and professional method of selecting employees that is consistent with our values.

1.4 Council aims to attract and appoint highly skilled and motivated employees who will aim to meet agreed objectives and performance improvement goals. For every recruitment and selection decision, the General Manager will aim to ensure the best person for the job is appointed.

## **2. OBJECTIVE:**

2.1 To provide clear guidance to the General Manager by the Council on the values and application of recruitment and selection policy for all employees.

## **3. SCOPE:**

3.1 This policy covers all employees involved in the recruitment or selection of applicants for positions within the Council.

## **4. PROCEDURE:**

### **4.1 Equal Employment Opportunity and the Merit Principle**

Selection to positions within the Council is based on the principles of appointment on merit and the provision of equal employment opportunity. The appointment of employees must be made on the basis of the individual capacity of the person having particular regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

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Selection on the basis of merit means that the grounds for the decision must directly relate to the inherent requirements of the position and prevents those decisions being made on unjustified discriminatory grounds such as:

- Race, colour, national or ethnic origin or nationality.
- Gender, sexual preference, marital status, pregnancy, status as parent or carer.
- Religious or political belief or activity, industrial activity.
- Age, physical features, disability, medical records. Personal association with a person who is identified by reference to any of the listed attributes.

#### **4.2 Encouragement to Existing Employees to Apply for Vacancies**

The Council is committed to fostering the process of developing and promoting existing employees wherever possible. The objective of internal recruitment is to utilise the talent that already exists in the Council and to provide every opportunity for employees to advance and develop to their full potential (this may include direct selection/appointment). On occasions it may be determined that the required skills do not exist internally, and this will be reflected in the recruitment strategy.

#### **4.3 Confidentiality**

All inquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidentiality.

#### **4.4 Conflicts of Interest**

Family and other close personal relationships as well as business relationships must be declared by prospective members of Interview Panels in relation to candidates.

### **5. LEGISLATION**

The following legislation should be considered in conjunction with this policy:

- *Local Government Act 1993 (Tasmania), in particular Section 63 (1) and (2)*
- *Fair Work Act 2009 (Commonwealth)*
- *Anti-Discrimination Act 1998 (Tasmania)*
- *Equal Employment Opportunity Act 1984 (Commonwealth)*
- *Sex Discrimination Act 1984 (Commonwealth)*
- *Racial Discrimination Act 1975 (Commonwealth)*
- *Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)*
- *Disability Discrimination Act 1992 (Commonwealth)*

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- *Archives Act (Tasmania) 1983*
- *Personal Information Protection Act (Tasmania) 2004*
- *Work Health & Safety Act 2012*
- *Work Health & Safety Regulations 2012*

## 6. POSITION ROLE AND POSITION DESCRIPTIONS

6.1 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.

6.2 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.

6.3 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.

6.4 The minimum requirements for a position description are:

- Position Title;
- Relevant Award and Award Classification;
- Direct Supervisor or Manager the position reports to;
- Department;
- Position Objectives;
- Key Responsibility Areas;
- Duties and Responsibilities;
- Selection Criteria;
- Organisational Relationships;
- Authority;
- Judgment and Decision Making;
- Skills and Knowledge;
- Qualifications and Experience;
- Multi Skilling Clause; and
- Approval.

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## **7. RECRUITMENT STRATEGY**

The most appropriate strategy for recruitment will be adopted to ensure timely and effective use of resources to maximise the successful performance of the role for Council. Whilst the Council is committed to providing opportunities for existing employees to apply for vacancies within the Council, the recruitment mix (advertisements, internal applications, external applications) will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs.

At the discretion of the General Manager, vacant positions may be filled by:

- (a) an internal recruitment process;
- (b) an external recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- (c) by direct selection

7.1 The General Manager may, at their discretion select on merit a prospective employee for the appointment to a position without advertising the vacancy.

7.2 The General Manager may determine to fill any vacancy by inviting applications from Council employees. The process can be utilised where a number of potential candidates, with the required specialist knowledge or skills has been identified within the Council workforce.

7.3 The General Manager may elect to recruit persons externally through placing an advertisement in the newspaper and on Council's website or listing the vacancy with a specialist recruitment agency.

7.4 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.

## **8. SELECTION PANEL**

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

8.2 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.

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8.3 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.

8.4 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.

8.5 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.

8.6 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.

## **9. NATIONAL POLICE HISTORY CHECK**

9.1 A National Police History Record Check will be required for the preferred applicant; any information obtained will be assessed against the requirements of the position.

9.2 All costs for the National Police Check will be met by Council. Council agrees to meet the cost of a fast track check where there is a requirement for the successful applicant to commence in the position in a short timeframe.

## **10. PRE-EMPLOYMENT MEDICAL**

10.1 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.

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

## **11. OFFER OF EMPLOYMENT**

11.1 All offers of employment are to be made by the General Manager in writing, irrespective of the nature of the employment (casual, temporary or permanent) and only after Council have received the completed National Police History Check and the completed pre-employment medical.

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11.2 All non-successful applicants are also to be notified in writing.

11.3 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 WH&S and other policies of Council;
- Probation period;
- Uniform or other employment benefits; and
- Other contractual details if relevant.

11.4 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.

## **12. PROBATIONARY PERIOD**

12.1 A three 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.

12.2 The General Manager may also extend a probation period, however the total period shall not exceed 6 months.

12.3 Should a probationary employee be demonstrably not suitable for the position on the basis of their capacity and abilities, their employment may be terminated, subject to the provisions of the relevant employment legislation, the relevant Enterprise Agreement or contractual arrangements.

## **13. CASUAL AND TEMPORARY EMPLOYEES**

13.1 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 maybe required at short notice.

13.2 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.

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13.3 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); and
- Budgeted casual staff shown in the Annual Plan (These vacancies are the responsibility of the appropriate Department Manager).

13.4 Casual employees will be paid a loading as per the relevant award in lieu of leave entitlements, including annual and sick leave.

13.5 Where an employee is likely to be required to fulfil 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.

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