# 6 HUMAN RESOURCE MANAGEMENT

## Staff Recruitment and Selection Policy

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| **Date approved:**  |
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| **Authority to amend: Board** |
| **Related documents***National Standards for Volunteer Involvement* |

ABCD is committed to attracting and recruiting the best possible candidates for available positions.

ABCD undertakes to fill all positions in an efficient and timely manner, using a fair and open recruitment process. A merit selection process will be used to appoint the best person for the job based on the position selection criteria and staffing/program requirements. ABCD will ensure all legal requirements related to staff recruitment are met and equal employment opportunity (EEO) principles are applied.

The Manager is responsible for employment of staff. The Board of Management is responsible for the employment of the Manager.

### Position description and criteria

Each position will have a job description that includes the position's key duties, direct supervisor and selection criteria.

The selection criteria will focus only on what is an essential or desirable requirement for the position. The criteria will not discriminate in any way against any group of people, unless a particular race, sex or age is a genuine occupational qualification for the position.

The selection criteria should be specific enough to permit the selection panel to choose between applicants, but broad enough not to rule out good applicants.

### Advertising positions

Upon the discretion of the Manager, a position may first be advertised internally to all staff and ABCD volunteers to seek a suitable candidate, before proceeding to public advertisement if an internal candidate is not found.

The Manager may appoint an existing member of staff, without advertising a vacancy:

* in an acting capacity whilst internal or external selection takes place
* to meet short-term staffing gaps
* as a temporary appointment to short-term projects
* as alternative employment in cases of redundancy.

Temporary or casual positions can be filled by the Manager without internal or external advertisement. Temporary positions are those that last less than six months.

### Volunteers and employment

A temporary vacancy of a paid position not exceeding two months may be filled by a volunteer currently assisting ABCD. While undertaking paid employment, the volunteer shall accrue all the rights of a casual employee of ABCD and receive a rate of pay as per the relevant award.

Any paid, temporary position shall be offered to volunteers in a fair and just manner as determined by the Manager.

Current volunteers may be encouraged to apply for permanent positions, but should be advised that they will be considered fairly against all other applicants.

### Selection

Applicants to advertised positions will be asked to provide a written application, including the details of at least two referees. Late applications will only be accepted upon the discretion of the Manager.

To be considered for an interview, prospective applicants must address the selection criteria.

For advertised positions, a selection panel of two or more people (including the Manager) will assess all written applications and interview short listed candidates. The interview should be based on essential and desirable selection criteria set for the position.

A written record of selection processes and outcomes will be maintained to ensure accountability.

At least two referees will be contacted before a final decision is made on the appointment of the preferred applicant.

All appointments are subject to the prospective employee submitting a satisfactory police clearance. The initial cost for the police clearance is at the employee’s own cost, however updated clearances will be paid by ABCD to ensure compliance with contacts.

The Manager will notify all applicants of the outcome of their application and provide feedback on their selection performance, if requested.

If an internal applicant is not satisfied with the outcome of a selection process they should, in the first instance, discuss it with the convener of the selection panel. If they still have concerns, a written appeal may be considered by the Board of Management.