

## POLICY NO LG31 RECRUITMENT AND SELECTION POLICY

**DEPARTMENT:** Governance

**RESPONSIBLE OFFICER:** Human Resources Manager

**LINK TO STRATEGIC PLAN:** Promote Council as Employer of Choice

**STATUTORY AUTHORITY:** LG21 Employee Promotion Policy  
Local Government Act 1993 (Tas)  
Anti-Discrimination Act 1998 (Tas)  
Human Rights and Equal Opportunity Commission Act 1986  
Fair Work Act 2009  
Work Health and Safety Act 2012

**OBJECTIVE:** The intent of this policy is to ensure that employee recruitment and selection decisions are made consistently, fairly and equitably across Break O'Day Council and meet all necessary legislative requirements. The aim of the policy is to hire the best applicants for the available positions, making the best use of their abilities and providing job satisfaction.

**POLICY INFORMATION:** Adopted 19 March 2012 – Minute No 03/12.15.4.069  
Amended 21 September 2015 – Minute No 09/15.15.4.256

### POLICY

#### 1. RESPONSIBILITIES

The responsibility for ensuring that this policy and associated procedures are adhered to rests with the General Manager.

#### 2. INTRODUCTION

The Employee Recruitment and Selection Policy has been established to enable Break O'Day Council to meet its legislative commitments in relation to equal employment opportunity and anti-discrimination.

#### 3. 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 Break O'Day Council in relation to the role. Additionally, the position description will be reviewed and updated.

#### 4. 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

Break O'Day Council and to Break O'Day Council'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.

The minimum requirements for a position description are:

- Position title
- Classification
- Who the position reports to
- Employment prerequisites
- Authority
- Position objectives
- Key tasks
- Qualification/experience required
- Personal attributes
- Job requirements

## **5. ADVERTISING OF VACANCIES**

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

- a) A recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- b) An internal recruitment process; or
- c) By direct selection. (See clause 7)

External advertising may include local and interstate newspapers, professional or industry journals, Local Government job directories, Council and other employment/government websites.

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 Break O'Day Council (or its nominated agent) for an employment kit and Break O'Day Council is to forward this promptly upon request. The employment kit will as a minimum contain a position description (including selection criteria) and an application form.

## **6. 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 Human Resources Manager in consultation with 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 an 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.

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 shall be in accordance with the principles of merit and equal opportunity. 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, referee checking and a pre-employment medical examination if required, 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.

## **7. DIRECT SELECTION**

The General Manager may, at his/her discretion, select on merit, a prospective employee (internal or external) for appointment to a position without advertising the vacancy. Direct selections may be made in the following circumstances:

- a) Where a position requires a high degree of specialist knowledge or skill;
- b) Where a major re-organisation has taken place, jobs have been redesigned, and/or where existing employees must be accommodated within the new organisational structure;
- c) Where direct selection is in the best interests of the smooth operation of the Council.

External direct selections will generally only be made in the case of short term casual or temporary employment.

## **8. INTERNAL RECRUITMENT**

The General Manager may elect to fill the vacancy by inviting applications from Council employees. This process can be utilised where more than one potential candidate with the required knowledge and/or skills has been identified within the Council workforce.

The advertising of all internal vacancies will be co-ordinated through the Human Resources function. Internal positions will be advertised by email and on staff noticeboards, employees will be given at least two weeks to prepare their application for internally advertised positions.

Internal applicants for positions must address the selection criteria established for the position and provide a current resume.

## **9. CONVICTION CHECK/ PRE-EMPLOYMENT MEDICAL**

Break O'Day Council reserve the right at any stage of the selection process to require all remaining applicants to undertake a federal conviction check and/or pre-employment medical examination.

Information obtained will be assessed against the requirements of the position and will remain confidential.

All costs for the federal conviction check and/or pre-employment medical examination will be met by Break O'Day Council.

No job offer conditional or otherwise will be made to any applicant until the results of these checks are known for all candidates or a reasonable deadline for return of results has passed. All applicants will be advised of this deadline.

## **10. 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 applicants are also to be notified in writing.

## **11. PROBATIONARY PERIOD**

A three (3) 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 extended by up to a further three (3) months if determined necessary and relevant to the position by the General Manager.

## **12. CASUAL AND TEMPORARY EMPLOYEES**

Break O'Day Council occasionally 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 may be required at short notice for a defined period.

Where an employee may be required to fulfil a particular role on a casual basis for more than six (6) months, Break O'Day Council will discuss the nature of future employment arrangements with that employee in order to determine mutually acceptable terms of ongoing employment.

## **13. MONITORING AND REVIEW**

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager