

POLICY

TITLE:	RECRUITMENT AND SELECTION POLICY		
DIVISION:	Corporate Services - People and Culture		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	JULY 2021	DATE OF REVIEW:	JULY 2023
MOTION NUMBER:	OC 98/21		
POLICY NUMBER:	HR 01		
AUTHORISED:	Chief Executive Officer		

PURPOSE:

All employees of the Barkly Regional Council (“Council”), except the Chief Executive Officer

PURPOSE

The purpose of this policy is to affirm Barkly Regional Council’s commitment to ensuring compliance with s104(a) of the *Local Government Act* requirement for a standard approach to be adopted for the recruitment and selection process that is carried out for all vacant positions.

SUMMARY

Council believes that effective recruitment and selection is critical to maintaining our competitive advantage on our way to being the “Employer of Choice”. Council is committed to attracting the best possible candidates for available positions. The recruitment policy endeavours to ensure that the Council is providing a workplace that allows each individual to grow and develop in a diverse and achievement orientated environment, with opportunities for employees to be promoted within the organisation.

These guidelines are developed and implemented according to Equal Employment Opportunity (EEO) guidelines. All appointments are strictly merit based and all recruitment and selection procedures are carried out in such a manner to minimise financial impact on the Barkly Regional Council.

STATEMENT

All recruitment and selection procedures and decisions will reflect the Council’s commitment to being the employer of choice by providing equal opportunities by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities.

Council supports the employment of local indigenous people throughout the Barkly Region.

Council endorses internal career pathways for all council employees; and will be acknowledged as a suitable candidate if they meet the position criteria according to their skills, knowledge, qualifications and capabilities.

SELECTION PANEL

A selection panel shall be set up by the People and Culture department for appointments comprised of a minimum of three (3) members and a maximum of four (4) members who:

- Understand the requirements of the position;
- Have the skills necessary to make an assessment of the candidate;
- Have no conflict of interest, real or apparent, arising from the selection process;
- Understand the principles of Equal Employment Opportunity and the Fair Work Act;

The selection panel will consist of one (1) Panel Chairperson and a minimum of two (2) Panel Members. The panel may consist of (where possible):

- People and Culture Representative;
- Director;
- Area Manager;
- Departmental Manager;
- Representation of Indigenous and Non – Indigenous people;
- Representation of both sexes – male and female;
- Relevant Local Authority member – to culturally advise on candidates applying for community level positions.

In circumstances where three or more panel members cannot be appointed, then at the discretion of the People and Culture Manager the selection panel can be a minimum of two panel members.

APPLICATIONS

- Unless directed by the People and Culture Manager, no applicant will be considered for employment unless they have submitted a written application that addresses the selection criteria and complies with the Position Description for the position.
- Only the Selection Panel has the authority to except a late application from a candidate, under the following guidelines:
 - o The candidate has contacted the People and Culture department requesting to submit a late application;
 - o The candidate can provide a genuine reason for the late application (e.g. sickness or IT issues submitting the application);
 - o The late application request is less than twenty four hours of the position closure timeframe; and
 - o The short-listing process has not commenced.

- Each Panel Member is required to read the resume and assess the claims in the selection criteria individually before coming together to determine which applicants appear to meet the essential job requirements.
- Each Panel Member shall conduct a systematic assessment of the strengths of the applicant's claims (Short List) against the selection criteria.

INTERVIEWS

Interviews will only be conducted for candidates that have been short-listed through the assessment process by the Section Panel members.

REFEREES

No offer of employment will be made before reference checking has been conducted.

- At least two (2) reference checks must be completed, with one (1) preferably from the candidate's current employer. Permission must be sought from the applicant before checking with their current employer.
- If a candidate's referee is a Panel Member, then the candidate is required to nominate another referee for the referee check.
- Barkly Regional Council can ask the candidate to provide additional referees if the nominate referees are uncontactable.

APPOINTMENTS

All interview documents need to be completed and filled out correctly. The chairperson is responsible for making sure that all completed documents are returned to the People and Culture department within a suitable timeframe for processing. The People and Culture Manager will review and provide approval of the recruitment process.

- All recruitment details are strictly confidential.
- The authority to sign contracts shall be restricted to the Chief Executive Officer and the People and Culture Manager, or their delegate.
- If requested, post selection feedback in the line of transparency shall be offered by the chairperson of the selection panel in liaison with the People and Culture Manager with reference to the assessment against the Position Description, strengths and areas for improvement and gaps identified in comparison with the selected applicant.
- An appointee's electronic and paper personnel file shall be set up and kept for the prescribed period.

INTERIM APPOINTMENTS

Due to the urgency or difficulties of filling a position:

- To meet operational requirements, the Chief Executive Officer has the authority to appoint a temporary casual without recruitment to provide coverage for staff leave periods of more than one week and less than six weeks.
- The Chief Executive Officer may appoint a temporary person to a Casual, Part-time, or Full-time position within the Council while the recruitment process is being followed.
- This interim appointment will be at the discretion of the Chief Executive Officer and the relevant Director. The People and Culture Manager will provide advice on the appointment process to ensure its compliance.
- Upon making a decision to appoint the temporary person to a position the Chief Executive Officer will base their decision on prior knowledge of the person, their working history, performance, skills, qualifications and capability to perform the position.
- A direct interim appointment will be considered as a fixed term contract
- A new Letter of Offer with a start and end date, will be prepared and formally offered to the temporary person to accept.
- The temporary person is also eligible to apply for the advertised vacant position.

PROMOTIONS

Barkly Regional Council is committed to ensure the best possible outcomes for its rate payers. Therefore all appointments (excluding interim and seconded appointments) will be based on merit and selected via a recruitment and selection process.

Qualified internal candidates may automatically be given an interview preference on account of their familiarity with the Council's work cultures and expectations. However, they must be comparable or better competitive with their external counterparts in all other parameters to be selected for a position. To avoid perceived favouritism, the selection panel must keep consistent records of their evaluation processes and any marking schemes used to score employees. Employees are not guaranteed the promotion into a vacant position if there is a more suitable candidate that has applied for that vacant position.

Career advancement within the organisation will be facilitated via performance appraisals, learning and development opportunities; and secondment opportunities.

RIGHT TO REQUEST CASUAL CONVERSION

A regular casual employee who has completed a period of twelve (12) months of a pattern of hours on an ongoing basis which, without significant adjustment, can request in writing and after consultation the right to Casual Conversion.

RESPONSIBILITIES

Area Manager / Department Manager

- Ensure that they are familiar with all policies and procedures that relate to recruitment and selection; and that they follow them accordingly;
- Ensure that staffing levels for their department are in accordance to the Council's Organisational Chart, appropriately budgeted for and authorised;
- Complete the relevant internal recruitment forms to identify vacant positions and forward the completed forms to their Director for authorisation and to the Human Resources Department for processing;
- Ensure all roles have current Position Descriptions, which specify role requirements and selection criteria. Position Descriptions for vacancies have been reviewed prior to advertising for recruitment.

Selection Panel

- Will receive the appropriate Selection Panel training;
- Will declare a conflict of interest where they are related to an applicant, a close personal friend of an applicant or have anything but a professional relationship with the applicant;
- Treat matters relating to applicants and the recruitment and selection process with a high level of confidentiality;
- Agree to the interview questions relating to the advertised position prior to interviews commencing;
- Ensure all the applicant information is assessed against the work related requirements and used by the panel to determine suitability for the role;
- Retain appropriate documentation about the selection process and outcome;
- Ensure that there is no discrimination to the Candidates in relation to EEO requirements.

People and Culture Department

- A Recruitment and Selection Policy is developed and maintained to support and enhance Barkly Regional Council's objectives and requirements;
- Recruitment and selection guidelines and procedures are developed and maintained;
- All managers are given continuous support and guidance in regards to recruitment and selection issues;
- All recruitment paperwork is kept confidential, and filed in accordance to the relevant Act and Legislation.

REFERENCES

- Recruitment and Selection procedure
- Right to Casual Conversion Policy
- Equal Employment Opportunity Policy
- National Employment Standards
- NT Local Government Act 2019
- Fair Work Act 2009
- Anti-Discrimination Act
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 2004
- Age Discrimination Act 2004
- Human Rights and Equal Opportunity Commission Act 1986

Acknowledgement

I, _____ (*Print full name*) have read and understood the Barkly Regional Council Recruitment and Selection Policy and I agree to abide by this policy which is outlined above.

Employee signature: _____ Date signed: _____