

Recruitment and selection policy

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Purpose

This policy will provide guidelines to:

- Ensure all aspects of recruitment and selection is open and transparent while retaining confidentiality for all applicants.

Values

HDKA is committed to:

- Employing suitably qualified, skilled and experience staff
- All recruitment and selection procedures being carried out in accordance with merit and equity principles.
- All recruitment and selection procedures and decisions reflecting HDKA's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities.
- Not giving regard to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

Scope

This policy applies to the Board of Management, Executive Officer and other staff involved in recruitment at HDKA.

Background

The success of HDKA relies on its ability to attract the best staff available. Recruitment methods must be fair, efficient and effective.

Procedure

External advertising

Vacancies will be externally advertised where appropriate.

Where to advertise a position will be determined on a case by case basis taking into consideration the likelihood of being able to fill the position locally, the seniority of the position, whether the position has been previously advertised and whether the position is of a sufficient time fraction to justify considerable external advertisement.

Internal advertising

The decision to advertise a vacancy internally only can be made by the Executive Officer.

Internal advertising of vacancies is based on the premise that HDKA has an obligation to initially select from the existing pool of staff where suitably qualified and experience staff are able to carry out the role.

In considering solely advertising internally the following should be considered:

- Whether there is a suitable candidate within the organisation.
- If the position is for less than full time fraction.
- Whether an existing employee may fill the vacancy.
- The position is not a kindergarten teacher position.

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- The position is fixed term and will cease at a known date.
- The position is to fill a maternity or other leave vacancy for a fixed period.
- Whether a fixed term position has been extended and the incumbent has satisfactorily performed in the role.

If the above guidelines produce no suitable applicant then the vacancy will be advertised externally. Any decision to appoint without advertising the vacancy should only be considered by the Executive Officer.

Unadvertised appointment

Situations may arise where an existing staff member is appointed to a vacant position without advertisement as follows:

- For fixed term short term vacancies where there is only one obvious candidate the position may be filled without advertisement.
- Where a situation continues for an existing fixed term position.
- Where the vacancy has previously been advertised but no satisfactory applications have been received.
- No satisfactory applicants have been considered suitable for the vacancy after following the interview process.

Implementation

All those with the responsibility for recruitment and selection are required to have sufficient understanding and follow the requirements of:

- HDKA child protection and mandatory reporting policy.
- All relevant legislation and in particular the *Equal Opportunity Act, Victoria 1995*;

Recruitment process

1. An interview panel is formed to compose questions for the interview and short list applicants based on the selection criteria of the position description.
2. All details of enquiries and applications will be held by the Executive Officer and treated confidentially. Acknowledgement letters should be forwarded to all applicants.
3. After interviews have been conducted and referee checks carried out the vacant position will be offered to the most suitable applicant based on outcome of the interview in relation to the key selection criteria and in line with merit and equity principles.
4. If the selection panel is unsatisfied that any of the applicants are suitable or meet the criteria for employment the position may be re-advertised or an existing employee may be appointed to the position as per the non-advertised appointment criteria.
5. The offer of employment will be subject to the applicant providing originals of relevant qualifications and the applicant undergoing a Police Check and Working with Children Check. No applicant may begin employment with HDKA unless evidence of suitability for employment is received from the results of those checks.
6. The successful and unsuccessful interviewees are contacted by the Executive Officer.
7. Unsuccessful interviewees will be offered the opportunity for feedback.
8. Unsuccessful letters to be forwarded to the applicants not chosen for interview and unsuccessful interview letters to those who attended interview but were not successful in gaining the position.
9. The following are required to be placed in the successful applicant's personnel file:
 - Minimum of two referee checks
 - Interview question forms
 - Copies of candidate qualifications and resume.
10. All other documents relating to the position are to be destroyed after six months.

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Service policies

- *Privacy and confidentiality*
- *Equal opportunity employment*

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