

## Recruitment and Selection Procedure:

### POLICY STATEMENT:

The success of Grays Point Activity Centre (GPAC) relies on its ability to attract and retain the best Staff and Volunteers available. Recruitment methods must be fair, efficient, and effective.

The Staff Recruitment Policy has been established to ensure GPAC has the opportunity to attract the best available Staff and Volunteers for all vacant positions. This Policy relates to employment of all Staff and Volunteers other than Committee Members.

### PROCEDURES:

Grays Point Activity Centre is committed to providing a high-quality Program and Service to our Community, to support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions. This Service is an equal opportunity employer and is committed to providing a work environment that is free from Harassment and Discrimination. The Service will ensure it has the best opportunity to attract the best available Staff by broadly advertising all vacant remunerated positions and Volunteer vacancies. The Service will also internally advertise all vacant positions to current Staff and Volunteers to encourage career advancement and increase participation. Grays Point Activity Centre will take all appropriate precautions to ensure that applicants may be safely entrusted with the duties of their position.

All Recruitment and Selection Procedures and decisions will reflect the Service's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as Age, Gender, Marital Status, Race, Religion, Physical Impairment or Political Opinions.

### **Who is responsible for starting the process and what happens?**

It is the Responsibility of the Business Manager to identify the need for a new position or replacement position. To assist with identifying the need for recruitment the following can be used as a Guide:

1. Assess the mean average number of children attending the Centre for the last 12 months.
2. Where possible estimate the average number of children that will be attending the Centre for the next 6 months.
3. This figure will serve as a Guide to identify the core number of permanently employed Staff required to support the base number of children attending the Service. For example, if the average number of children attending is 45 per day, and we aim for Staff/child ratio of 1 Staff for every 15 children then the core number of hands on Staff required every day will be 3 permanent employees.
4. Further Staff may be employed but on a casual/contract basis to assist with overall fluctuations in attendance, plus support needs of some children.

Within the Organisational Structure of the Centre there are certain roles that are required for the Centre to be operational.

1. Education Leader
2. Team Leader
3. Business Manager
4. A minimum of 3 permanent part-time certified supervisor Staff that can contribute effectively to the programming and overall operations of the Centre.

Once the need has been identified for recruitment, the Business Manager should discuss the hiring requirements with the Committee or their delegate. When approved, any relevant documentation should then be sent to the Committee with a **Position Description**, and a Draft Advertisement. The Advertisement must outline skills, attributes and Qualifications required for the role. Grays Point Activity Centre's Management Committee or delegate is to recommend in consultation where possible with the Business Manager on where to run the advertisement/s. All authorised vacancies will be **advertised internally** for a minimum of one week. Internal and external advertising may run in parallel. All **Applications** are received by the Business Manager, where they are logged and then forwarded to the Committee or their delegate.

### **Interview Process**

The Business Manager reviews the Applications and selects candidates for interview in line with the skills and selection criteria set out in the Position Description and adhering to Grays Point Activity Centre's Equal Employment Opportunity Policy.

The Business Manager will arrange the **interview panel** which would consist of the Business Manager and Team Leader and wherever possible a Committee Member. If a Committee Member is not available, then a Member of the Service may be used where there is not a conflict of interest in the person being interviewed.

**Child/Family Centred Approach Values:** At all times it is imperative that Applicants be suitable to work with the range of children and families that attend the Service. Therefore, it is necessary to ensure that candidates be passionate, caring and understanding of the children that are vulnerable attending the Centre, and to have the capacity to build rapport with the families of those children.

**Operational Values:** As Grays Point Activity Centre has a small number of hands-on Staff managing a large number of children, it is important for Staff to build trust and communicate effectively under a wide range of conditions. Candidates need to be assessed on their ability to meet these demands.

Interviews are scheduled by the Business Manager and held within a timely period, usually within two weeks of application closing date. At the time of inviting applicants to attend an interview, they should be requested to bring their Driver's Licence or the equivalent to 100 points identification, a current Working with Children Check, along with originals or certified copies of Qualifications. The Business Manager will inform unsuccessful applicants by telephone within seven days of being interviewed.

### **Checks to be completed before a candidate can be offered a position:**

The shortlisted candidates are **reference checked** by the Business Manager, and if necessary, organises second interviews. Reference checks are based around the skills, knowledge and personal attributes required to do that job. The person conducting the check needs to confirm that information supplied in the written Application and interview is correct. Questions of a personal nature should be avoided. If two references are not currently available for reference checks or the checks are inconclusive, the Business Manager will obtain further referees from the applicant.

Internal candidates must also be reference checked preferably with either other Employers or personal referees with relevant questions designed to probe their suitability for the new position. These references should be documented and placed on their file.

The Business Manager is required to decide, with all the information collected during the interview process, whether the applicant can adequately perform the requirements of the job.

### **Offer of Employment:**

The Business Manager will contact the applicant/s to verbally offer the position and to arrange a date of commencement. Certain positions will require a Police Check and Working With Children Check (WWCC). A position may be offered whilst the **Working With Children Check and Police checks** are being processed. Continuing employment is conditional upon satisfactory WWCC and Police Checks being obtained.

The Business Manager will complete and file the following on the successful Applicant's files:

- Completed Employment Details
- CV of successful candidate
- Copies of Qualifications
- Interview notes
- Signed WWCC and Police Check Forms
- Signed copies of sighted original ID (100 points)
- 2 Reference Checks

The Business Manager will create two copies of the **Letter of Offer**, which will include **any specific terms such as Fixed Term Contract dates, the Status of the Employment being either Permanent Work or Casual in nature, or details of a Traineeship**. These are then forwarded to the Management Committee or their delegate for approval.

### **Initial Remuneration Rate**

The Business Manager will recommend to the Management Committee or their appointed delegate a suitable Award Rate commensurate with the successful applicant's level of skills and experience, and with regard to the position offered. Should the new starter be successful with their Probationary Period, and complete 12 months continued Employment an Appraisal will be completed, at which stage the Employee would be eligible for an incremental increase in their rate of pay providing key competencies are met.

### **What does the New Starter have to do?**

The New Starter must complete and return ALL documentation to the Business Manager or Team Leader within one week of receipt to avoid delays in payroll processing.

### **What happens if the paperwork is Not Received?**

The Business Manager is required to follow up with the New Starter for any outstanding paperwork. Should the information not be received on time or not ALL the documentation has been returned, employment cannot continue.

### **Starting Employment with Grays Point Activity Centre:**

On receipt of all the paperwork, the Business Manager will forward the New Employee's relevant information to Payroll and the New Starter will commence. The Business Manager retains the Master Personnel File for all Employees including all Payroll Documentation. Orientation and other Mandatory Training must be completed within three months of commencement and forms part of the Probationary Conditions.

### **What happens to an Unsuccessful Applicant's Paperwork:**

All personal paperwork received from or generated by an unsuccessful applicant will be retained for twelve months. After such time, these files will be disposed of. The retention of the files enables the Business Manager to contact the person again, should another suitable Position become available. It also allows, in the event that a selection decision is questioned, for the objectivity of the Selection Process to be proven. An Applicant can request to have their resume returned to them. However, a copy should be retained.

### **Probationary requirements:**

- All New Starters are subject to a Probationary Period. For all Senior Positions including the Centre Coordinator, Business Manager and the Acting Centre Coordinator (Team Leader) Position the Probationary Period shall be 6 months.
- For all hands-on Permanent and Casual Positions the Probationary period shall be 3 months.

At any time either the Employee or the Service can discontinue Employment within this period without show of cause. For employees a minimum of one week's notice is required. For the Centre it is recommended that one week's notice be applied, however this timeframe may be shortened with authorisation from the Management Committee.

If the situation occurs whereby the Business Manager recommends the discontinuation of Employment, it is recommended that the Business Manager have sufficient recorded documentation to support the Termination of the Probationary Period. This documentation needs to be available at the request of the Management Committee or their delegate.

### **How are Change of Roles Processed?**

It is the Business Manager Responsibility to inform the Management Committee of changes concerning an Employee's Position, Status, Classification, Transfer or Role Change.

The Business Manager must communicate the following for approval including:

- Full Name
- Position
- Work Status
- Award Pay Point
- Salary (\$)
- Grading (SACS or M&E) / Year
- Date of commencement or change and end date if Fixed Term Contract

### **Can there be any Exceptions to these Procedures?**

Any exceptions to these Procedures need to be approved by the Management Committee.

ENDORSEMENT BY THE SERVICE:

Approval date: \_\_\_\_\_

Date for review: \_\_\_\_\_

*Revised 27/3/19 KG, Committee - Laura Applebee-Jones  
Reviewed May 2019 Tim Robinson*