



RECRUITMENT AND SELECTION PROCEDURE

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.

Policy

GPAC 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.

GPAC will ensure it has the best opportunity to attract the best available staff by broadly advertising all vacant remunerated positions and volunteer vacancies.

GPAC will take all appropriate precautions to ensure that applicants may be safely entrusted with the duties of their position.

GPAC will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

GPAC is an equal opportunity employer, and is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect GPAC'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 **Coordinator** 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 GPAC. i.e. if the average number of children attending is 45 per day, and we aim for staff/child ratio of one staff for every 15 children then the core number of hands on staff required every day will be 3 certified supervisors.
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 GPAC there are certain roles that are required for the centre to be operational.

1. An endorsed Centre Coordinator – this role needs to have the following skills and qualifications to meet the requirements of the position.
 - a. Desirable, minimum 3 years experience in a relevant field and demonstrated ability to work with children and staff. Minimum qualification Cert IV OOSH, desirable Diploma in Out of School Hours Care.
 - b. Adequate knowledge and understanding of the provision of education & care to children
 - c. The ability to effectively supervise and manage an education & care service
 - d. In-services, training & qualifications relating to the provision & supervision of an education & care service
 - e. A range of experience working as an educator and/or supervisor (fulltime or part-time) in an education & care service, school or children's service.
 - f. First Aid Training, including Asthma & Anaphylaxis
 - g. Child Protection Training
 - h. Has an ability to communicate with adults, children and management.
 - i. The Coordinator will be a minimum of 21 years of age.
2. An endorsed Assistant Centre Coordinator (Team Leader) – this role needs to have the following skills and qualifications to meet the requirements of the position.
 - a. Relevant training as above and/or relevant experience to successfully fulfill the position (points a-e)
 - b. Holds a current first aid certificate, Asthma and Anaphylaxis training or willing to undergo training to obtain this.
 - c. Child Protection Training
 - d. A person of good character, who can be entrusted with providing adequate care for the

welfare of the children.

- e. Has an interest and desire to work with children.
 - f. Has an ability to communicate with adults and children.
 - g. The assistant shall be a minimum of 18 years.
3. A minimum of 3 permanent part-time certified supervisor staff that can contribute effectively to the programming and overall operations of the centre.
 4. An intention to employ a minimum of 60% of all staff on a permanent basis.

Once the need has been identified, the Coordinator should discuss the hiring requirements with the GPAC 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.

The GPAC management committee or delegate is to recommend in consultation where possible with the centre coordinator 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 centre coordinator, where they are logged and then forwarded to the committee or their delegate.

Interview Process

The Coordinator 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 GPAC's Equal Employment Opportunity Policy.

The Coordinator will arrange the **interview panel** which would consist of the Coordinator and wherever possible a committee member. If a committee member is not available then an ordinary member of GPAC 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 GPAC. 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 GPAC 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 Coordinator 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 Coordinator informs unsuccessful applicants by telephone within three days of being interviewed.

Checks to be completed before a candidate can be offered a position

The shortlisted candidates are **reference checked** by the Coordinator, 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 Coordinator 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 Coordinator is required to decide, with all the information collected during the interview process, whether or not the applicant can adequately perform the requirements of the job.

Offer of Employment

The Coordinator 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 (WWC) check. A position may be offered whilst the [Working With Children Check](#) and [Police checks](#) are being processed. Continuing employment is conditional upon satisfactory WWC and Police checks being obtained.

The Coordinator will complete and file the following on the successful applicants files:

- Completed Employment Details
- CV of successful candidate
- Copies of qualifications

- Interview notes
- Signed WWC and Police check forms
- Signed copies of sighted original ID (100 points)
- 2 Reference Checks

The Coordinator 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. These two Letters of Offer are then Express Posted to the successful applicant as part of the **Employment Pack**.

Initial remuneration rate

The Coordinator will recommend to the management committee or their appointed delegate a suitable award rate commensurate with the successful applicants level of skills and experience, and with regard to the position offered. i.e. an 18 year old applicant with minimal experience would be offered CSE 2.1.

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 centre coordinator within one week of receipt to avoid delays in payroll processing.

What happens if the Paperwork is Not Received?

The Coordinator 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 Centre Coordinator will forward the new employee's relevant information to Payroll and the New Starter will commence. The Coordinator 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 Coordinator 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 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 GPAC can discontinue employment within this period without show of cause. For employees a minimum of one weeks notice is required. For GPAC it is recommended that one weeks notice be applied, however this timeframe may be shortened with authorisation from the management committee.

If the situation occurs whereby the Coordinator recommends the discontinuation of employment, it is recommended that the Coordinator 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 Coordinator's responsibility to inform the GPAC Management Committee of changes concerning an employee's position, status, classification, transfer or role change.

The Coordinator 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 Contra

Can there be any Exceptions to these Procedures?

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

Related documents