

RECRUITMENT AND SELECTION POLICY

Policy Summary

Glenroy Neighbourhood Learning Centre (GNLC) is committed to attracting and appointing high calibre staff who will enhance its ability to deliver high quality services, training and education to the community, while adhering to principles of merit, fairness, diversity and transparency.

In such, GNLC is committed to:

- Fair and transparent recruitment process
- Fulfilling its obligation of duty of care to Students and Centre Users

Scope

This policy applies to the recruitment of all staff, including Teachers, Administration and Managers.
This Policy applies to all continuing, fixed term and casual appointments.

This Policy does not apply to the engagement of independent contractors.

Definitions

Internal advertising: Includes notification to employees who might be reasonably expected to be appropriate for a vacancy.

External advertising: Includes advertising via digital recruitment sites and through relevant networks.

Policy statement

Recruitment for Staff Vacancies

Rigorous Assessment

GNLC operates on the principle that it has a duty of care to its Students and Centre Users. Any person in a position of direct contact with students should be subject to rigorous assessment of suitability, including relevant checks. Only people who have appropriate qualifications, and /or relevant experience will be employed.

The recruitment process for vacant positions at GNLC shall be conducted through proper process. Every attempt will be made to find the most suitable person for the position vacancy. Selection criteria will be made against a position description and key selection criteria and the principles of merit and equity will apply. All interviews will include a question to elicit the applicant's knowledge of the Child Safe Standards, Reportable conduct and Mandatory reporting obligations.

Evidence will be gathered on two points to determine if an applicant has worked for an organisation that had its registration cancelled for reasons of performance, and if the potential recruit was a Relevant Person in that organisation.

Recruitment and selection processes will be continually reviewed to ensure that they are fit for purpose and align with contemporary practices and all relevant legislation and standards.

Appointments will be made on the basis of:

- Ability to meet selection criteria
- Relevant prior experience
- Minimum and additional qualifications
- Availability and flexibility
- Performance at the interview
- Referee reports.

To ensure business and operational continuity, it may be necessary in certain circumstances to fill a vacated position expeditiously by seconding an existing employee in an acting capacity. Once the acting period has concluded, the position will be advertised. The employee who has acted in that role, is entitled to re-apply for that position.

Pre-employment checks

Pre-employment checks must be conducted on all new staff before the Centre can formally employ them. No appointment can be made without conducting and evaluating the outcomes of all pre-employment checks as referenced in the Recruitment and Selection Procedure.

This will include:

- Checking at least two referees
- Sighting originals of certificates for teachers and other staff
- A police check for all staff
- A Working with Children's check for all staff.
- Gathering information to determine if the person is a Disallowed Person.

Qualities we value

It is important that new team members are recruited for their ability to work with and augment the major philosophical standpoints of GNLC.

We look for:

- A person who identifies with the issues and experiences of people living or working in the Moreland/Hume areas;
- A person who supports emancipatory model of education that maximises student involvement in issues affecting their learning;
- A person who has a commitment to working as a team member within a community based framework;
- A person who supports and feels comfortable working in a venue that houses a variety of community services for different target groups.
- A person with a commitment to the Child Safe Standards.

Advertising

Where practical, vacancies will be advertised internally to fulfill our commitment to providing career path opportunities for existing employees. Where practical, vacancies for contract and ongoing positions will also be advertised externally.

All Advertisements will state that GNLC is a Child Safe Organisation and the successful applicant will need to demonstrate their commitment to the Child Safe Standards. Advertisements will also state any requirement for essential qualifications, Working With Children Check (WWCC) Police Check, VIT registration (for VCAL positions), or other essential registration or background check.

Privacy and Confidentiality

The principles of appropriate confidentiality and privacy are critically important in recruitment and selection process. All staff participating in the recruitment and selection process must keep the details of the process confidential, including details of candidates and other individuals involved. Such details should only be discussed on a need to know basis.

Selection Panels

Where practical, Selection Panels will be comprised of three people. Where possible a gender balance will be reflected on Selection Panels. Selection Panel members must declare any actual, potential or perceived conflicts of interest to the Chair of the Panel as soon as they are known. If the Selection Panel member or Chair of the Selection Panel believes they are unable to be impartial, the Chair of the Selection Panel must seek a replacement.

For the recruitment of the Manager, the selection panel where practical will be comprised of three people, as determined by the Committee of Management (CoM), and will include the Chairperson.

For recruitment of all coordinator positions, the panel may include a representative of the CoM.

Where practical, for contract/ongoing positions, the selection panel will consist of:

- Manager or Coordinator or Supervisor
- A staff representative or a member of the CoM
- Other panel members may be included at the discretion of the Manager.

Relevant Procedures and Policies

- Recruitment and Selection Procedures
- Child Safe Standards and Mandatory Reporting Policy
- Child Safe Standards and Mandatory Reporting Procedure
- Privacy Policy

Relevant Legislations

- Child Safe Standards and requirements of the Child Wellbeing Act 2005
- Child Safety Standards 2016
- Children Youth and Families Act 2005
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Disability Discrimination Act 1992
- Privacy Regulations 2013
- Fair Work Act 2009

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