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EMPLOYEE RECRUITMENT AND SELECTION POLICY

PURPOSE

The purpose of this policy is to set out how ##### goes about recruiting and selecting employees in a fair and transparent manner.

SCOPE

This policy applies to all employees and all programs and activities within all service streams of the #####.

POLICY STATEMENT AND PRINCIPLES

is an equal opportunity employer who is committed to filling every vacancy with the most appropriate candidate for the position. ##### recruitment process is free of unlawful discrimination on any grounds including race, colour, religion, national origin, physical impairment, mental impairment gender, age, sexual preference and marital status.

is committed to ensuring that employees are recruited by operating a fair, open, merit based recruitment and selection system that assesses prospective employees against appropriately developed duty statements and selection criteria and is complemented by formal reference checks and obtaining all satisfactory compliances including, as and when appropriate, - a National Police Clearance, Working with Children Check, medical assessment and successful completion of the online assessment. Registrations/Accreditations for the subsequent role, if required, will need to be collected and maintained throughout employment and be crossed checked online through the relevant governing board – by way of example, the Australian Health Practitioner Regulation Agency (AHPRA).

The objective of the selection and recruitment process is to:

- assess the suitability of each applicant for the position
- provide an opportunity for each applicant to obtain information about the organisation and the position to assist their own decision-making process
- ensure each applicant has been fairly considered
- create a positive image of ##### to each applicant. To achieve this outcome ##### will use a systematic recruitment and selection procedure in all circumstances where a new or vacant position is to be filled.

The Manager, Workforce Development is responsible for establishing operational systems that track and plan for optimum employee levels within all areas ##### at any given time to ensure a high level of service delivery and business continuity. The Manager, Workforce Development is also responsible for the recruitment and selection process and is accountable for breaches of Equal Employment Opportunity laws and other relevant legislation.

POLICY CONTEXT AND RELATED LEGISLATION

This policy should be read in conjunction with other associated ##### policies and procedures and, in particular, the Employee Recruitment and Selection Policy Procedures

Additionally, this policy recognises the legal and moral obligations of Nulsen Group and it has been framed around the:

- Equal Opportunity Act 1984 (WA) (as amended 2017)
- Minimum Conditions of Employment Act 1993 (WA) (as amended 2016)
- Occupational Safety and Health Act 1984 (WA) (as amended 2014)
- Employment Dispute Resolution Act 2008 (WA) (as amended 2012)
- Working with Children (Criminal Record Checking) Act 2004 (WA) (as amended 2018)
- Disability Discrimination Act 1992 (Cth) (as amended 2016)
- Sex Discrimination Act 1984 (Cth) (as amended 2016)
- Racial Discrimination Act 1975 (Cth) (as amended 2016)
- Age Discrimination Act 2004 (Cth) (as amended 2016)
- Australian Human Rights Commission Act 1986 (Cth) (as amended 2017)
- Fair Work (Registered Organisations) Act 2009 (Cth) (as amended 2017)
- Fair Work Act 2009 (Cth) (as amended 2017)
- National Disability Insurance Scheme Act 2013 (Cth) (as amended 2018)
- National Disability Insurance Scheme Quality and Safeguarding Framework 2016
- Standard 6 of the National Standards for Disability Services (2013)
- Nulsen Group Reconciliation Action Plan.

RESPONSIBILITIES

- The ##### is responsible for ensuring the effective management within all service streams of the group when recruiting employees by operating a fair, open, values based recruitment and selection system that assesses prospective employees against appropriately developed duty statements and selection criteria based on values
- The Chief Executive Officer and Executive Directors are responsible for complying with the spirit of this policy and ensuring that all employees of ##### act in good faith and in accordance with this policy.
- Managers are responsible for monitoring compliance with this policy, and reviewing this policy to ensure that it is operating effectively
- Employees are responsible for: - Acting in good faith and complying with the policy and - Acting with ethics, integrity, honesty and transparency & fairness at all times.

BREACHES OF THE POLICY

Any breaches of the Employee Recruitment and Selection Policy could constitute a possible act of misconduct. Reference is accordingly made to ##### Employee Discipline and Termination Policy which outlines the relevant processes that may be followed if misconduct is suspected