# STAFF RECRUITMENT AND SELECTION POLICY

# TEMPLATE

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the Indigenous Remote Communications Association, its staff, volunteers or Board of Directors, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the Indigenous Remote Communications Association for any known or unknown consequences that may result from reliance on any information provided in this publication.

**1. PURPOSE**

This policy seeks to ensure an open, transparent and robust process is in place for staff recruitment, consistent with [ORGANISATION]’s aims to increase First Nations employment in the [ORGANISATION].

**2. POLICY**

* All available positions are filled with the best available candidate on the basis of merit, and in accordance with legal requirements and contractual obligations, in a timely and cost effective manner.
* Given First Nations experience and knowledge is a desirable attribute in working for [ORGANISATION], [ORGANISATION] will fill vacant positions with Indigenous candidates where possible. [ORGANISATION] will fill at least 90% of funded positions with Indigenous candidates.
* There is to be a position description for each of the positions within [ORGANISATION] which clearly outlines the responsibilities of the position, and the knowledge, skills and attributes required for the position.
* Given [ORGANISATION]’s purpose to give relief to the disadvantage of Indigenous Australians, [ORGANISATION] may invoke the [special measures](https://www.humanrights.gov.au/our-work/aboriginal-and-torres-strait-islander-social-justice/publications/targeted-recruitment) of the *Racial Discrimination Act 1975* in recruitment practices in accordance with relevant guidelines where it is deemed appropriate and required.

**2.1 Advertising positions**

* Full time and part time positions are to be advertised for a minimum of two weeks in a range of local and/or regional and/or national recruitment print and outline media as relevant to the nature of the vacant position.
* Position advertisements may include the notification “Aboriginal and Torres Strait Islander applicants are encouraged to apply”.

**2.2 Selection process**

* For positions over 6 months duration, an open, transparent and documented selection process is undertaken consistent with this policy. A selection panel is to be convened.
* For positions between 6 weeks and 6 months duration, an open, transparent and documented selection process is undertaken consistent with this policy. However, it is not necessary to convene a selection panel.
* Appointments to positions of 6 weeks duration or less (or equivalent) may be made directly by the General Manager. No competitive selection process is required.
* The selection process is confidential and clearly documented.
* The selection panel documents their review of all applications against the selection criteria, prepares a short list of applicants for interview, develops questions, conducts and documents all interviews, and collectively assesses all applicants interviewed, ranking them in order of suitability.
* The selection panel ideally includes the vacant position’s supervisor and a balance of male and females.
  + For funded positions the selection panel should also include a Board Director.
  + For the appointment of a management position the selection panel should include two Board Director’s.
  + The members of a Selection Panel will need to declare any Conflict of Interest in the case of a personal relationship with an applicant.
* Selection decisions will take into consideration [ORGANISATION]’s diversity policy.
* Ongoing appointments will be subject to a probation period of up to 6 months.

**2.3 Referee Check**

* For a position of over 6 months, at least three referees are to be provided by an applicant. The CEO or his/her delegate is to ensure that referee reports are obtained for shortlisted applicants and that the selection panel is to be reconvened to assess referee reports prior to any job offer being made.
* For a position of under 6 months, the CEO will exercise discretion on the call for and use of referee checks, mindful of the degree of risk associated with the position.

## Associated Policies

* Professional Development Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>