



Recruitment and Selection Policy and Processes

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.

- There is a position description for each of the positions within First Nations Media Australia which clearly outlines the responsibilities of the position, and the knowledge, skills and attributes required for the position.
- Given First Nations experience and knowledge is a desirable attribute in working for First Nations Media Australia, First Nations Media Australia will fill vacant positions with First Nations candidates where possible. First Nations Media Australia aims to fill least 90% of funded positions with First Nations candidates where skills and/or experience and/or qualifications supports the achievement of that goal.
- Given First Nations Media Australia's purpose to give relief to the disadvantage of First Nations Australians, First Nations Media Australia may invoke the special measures of the *Racial Discrimination Act 1975* in recruitment practices in accordance with relevant guidelines where it is deemed appropriate and required.

Procedures

Advertising positions



- Positions may be advertised via:
 - Koorimail.com
 - Ethicaljobs.com.au
 - Probonooaustralia.com.au
 - Artshub.com.au
 - Seek.com.au
 - Centralian Advocate
 - LinkedIn
 - Industry newsletters and websitesand/or other suitable channels.
- Position advertisements may include the notification "Aboriginal and Torres Strait Islander applicants are encouraged to apply" and/or "this is an Indigenous identified position".

Selection process

- Where there is funding and a requirement for a new position, a position description including selection criteria is developed prior to the commencement of the recruitment process.
- 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 member. For the appointment of a management position the selection panel should include two board members.
- Selection decisions will take into consideration First Nations Media Australia's diversity policy.
- 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.
- Ongoing appointments will be subject to a probation period of up to 6 months.

Related policies

- First Nations Employment Policy

Version	Date adopted/revised	Endorsement/Description of change
1.	21/3/2016	General Manager Daniel Featherstone 
	17/5/16	Endorsed by IRCA Board
2	8/5/19	General Manager Daniel Featherstone 
2	8/5/19	Endorsed by First Nations Media Australia Board