

Recruitment Policy

1. Purpose

Inala Community House (ICH) recognises the importance of recruiting the most suitable people for vacant positions to deliver high quality programs and services to the community. The purpose of this policy is to establish guidelines for the identification of vacancies, and the recruitment and appointment of suitable candidates to vacant positions.

All recruitment and selection procedures will reflect ICH's commitment to providing equal opportunity by assessing all potential candidates' merit based on their skills, knowledge, qualifications and capabilities. ICH will not discriminate in accordance with current legislation and the ICH Anti-Discrimination Policy.

2. Scope

This policy relates to the recruitment of all staff.

3. Definitions

Employment Agreement: A legally binding agreement between a staff member and ICH relating to the terms and conditions of employment.

Fixed-Term: Any position which has an end date stipulated in the Employment Agreement.

Funding Agreement: The legally binding agreement between ICH and a government agency (or other external funding body), which specifies the undertaking of a specific service or program of work for which a specified amount of funding is transferred from the funding body to ICH.

Interview Panel: Includes the people who interview applicants

4. Policy

ICH seeks to ensure a fair and transparent recruitment process which offers equal opportunities for all people and is committed to complying with anti-discrimination legislation. ICH recognises the importance of the recruitment process in hiring suitable staff who can positively contribute to the organisation's mission, vision, values, services and programs.

4.1 Preparing to Recruit

4.1.1 Identification and Approval of Vacancies

Vacancies may occur for a variety of reasons, including a resignation, end of a fixed-term contract, or as a new position due to an expanded service or program. Vacancies will normally be identified by the Chief Executive Officer or the Service Manager. Upon identifying a vacancy, a Service Manager shall make a recommendation to the Chief Executive Officer.

The Chief Executive Officer is responsible for approving vacancies to be filled. Vacancies shall not be approved unless the Chief Executive Officer is satisfied that there is an operational need and that there is funding available for this position whether under funding agreements or through ICH finances.

4.1.2 Position Description

Service Managers shall review or create a Position Description for the identified vacancy. This shall be created using the prescribed format provided by Human Resources.

Position descriptions shall be created in accordance with suitability requirements (as referenced in the ICH Suitability Policy).

Position descriptions shall be provided to Human Resources within a reasonable time before the advertising is due to commence. Position Descriptions are subject to approval by the Chief Executive Officer and approval must be given before it is used.

4.2 Advertising

ICH may advertise vacancies internally or externally as deemed appropriate. External vacancies may be advertised through social media, relevant websites or networks, or through local employment services.

Job advertisements should be prepared by the Service Manager or Chief Executive Officer in a template provided by Human Resources. Job advertisements should be created based on the information contained within the Position Description.

The job advertisement should be supplied to Human Resources in the correct format within a reasonable period of time before the advertisement is scheduled to be uploaded.

Applications received by any means after a specified closing date will not be considered further unless there is a compelling reason, such as a limited number, or lack of suitable applications being received in the lodgement period. Applications received after the closing date can only be considered with the authorisation of the Chief Executive Officer.

4.3 Screening and Selection

All applications received prior to the closing date shall be reviewed and categorised by the Service Manager or the Chief Executive Officer. All applications (including any internal applications) will be reviewed against the requirements as listed in the Position Description to assess the applicants' suitability for the role. A shortlist of candidates to interview will be collated. Service Managers may consult with Human Resources if assistance is required with the selection process.

4.3.1 Transfer of Internal Staff

Internal candidates may apply for any advertised position and shall be treated equally with any external candidates.

Where suitable staff are identified for transfer or promotion to a vacancy, the Chief Executive Officer shall, in consultation with the Service Manager, consider whether any of them have the qualifications and capabilities to perform the duties of the vacancy. If an internal staff

member is being considered for a vacant position, the Chief Executive Officer shall request a report on their performance from the Service Manager. At minimum, a reference check will be sought from the Service Manager and other referees where deemed appropriate.

4.3.2 Agency

ICH may hire temporary agency staff to fill a short-term vacancy or to perform a specific task. These staff are not employed by ICH and are either employees or contractors of the agency. Under the Labour Hire Licensing Act 2017, any agency used must be a licensed labour hire organisation and this confers a duty on ICH to check that they are appropriately licensed. Labour hire organisations which have been licensed can be found on the Labour Hire Register from Labour Hire Licensing Queensland.

4.4 Interview

Once screening and selection have taken place, the chair of the interview panel shall provide to Human Resources within a reasonable period of time:

- A shortlist of candidates who meet the minimum selection criteria
- Proposed panel members (as per the table below)
- Proposed interview questions prepared in a template supplied by Human Resources

Vacancy Type	Minimum Interview Panel		
	Chair	HR	Other
Staff	Relevant Service Manager or senior worker	A HR representative	Others as deemed necessary by the Chair of the panel in consultation with HR/CEO.
Senior Management Roles	Chief Executive Officer		
Chief Executive Officer (or similar position title)	Board member (typically an executive role such as the President or Secretary)		

A Human Resources (HR) representative as mentioned above, may be either a staff member with knowledge of human resources or alternatively, an external HR consultant. The Chief Executive Officer can fulfil both the chair and HR representative role as required.

The Chief Executive Officer shall be informed of the recommended shortlist, proposed interview panel members, schedule and questions by the chair of the interview panel (as above).

If any member of the interview panel (or otherwise in the selection process) has a perceived, potential or actual conflict of interest (e.g. family, friend or former colleague) this should be declared to the panel.

The interview will be conducted in a fair and transparent manner using a merit-based process to evaluate the suitability of applicants.

At the end of the interview process, the panel shall make a recommendation to the Chief Executive Officer. Where there is no consensus, the chair of the panel is responsible for determining the recommendation.

Where no shortlisted candidate is deemed suitable by the panel, the chair of the interview panel, shall recommend to the Chief Executive Officer whether to re-advertise the position or shortlist further applicants for interview.

4.5 Offer and Appointment

Prior to an offer being made, reference checking shall be conducted. It is a requirement that wherever possible, at least one reference be provided by a direct line manager or supervisor.

Upon receipt of the recommendation from the chair of the interview panel and the appropriate reference checking, the Manager (if relevant) and the Chief Executive Officer shall review the recommendation and all associated documentation from the interview. If satisfied that the candidate is suitable for the position, the Chief Executive Officer shall authorise an offer of employment to be sent to the candidate.

The successful candidate shall express by return email acceptance of the position prior to the offer expiry date. The staff member shall then receive an induction into the organisation in accordance with the ICH Induction Policy.

4.6 Management Roles

Management roles may require an alteration to normal recruitment procedures.

4.6.1 Executive Management

The Board will determine whether to fill the Chief Executive Officer (or equivalent position). This role acts as the overall manager of the operations of ICH.

The Board are responsible for the preparation of a Position Description for the role of the Chief Executive Officer.

The Chief Executive Officer (or equivalent) position can be advertised or filled by an internal appointment. Where the position is advertised, the Board shall prepare a shortlist of candidates for interview based on the requirements within the Position Description.

If no shortlisted candidate is deemed suitable by the panel, the Board shall determine whether to readvertise the position or shortlist further applicants for interview.

Should a suitable candidate meet the requirements, a nominated Board member shall check references and make a recommendation to the Board. Upon ratification of the selection of a successful candidate by the Board, a nominated Board member shall draft a suitable executive employment agreement including any terms or conditions determined by the Board. This may be negotiated with the successful applicant appointed as Chief Executive Officer (or equivalent) position.

4.6.2 Senior Management Roles

The Chief Executive Officer shall make a recommendation to the Board about new senior management positions. Senior management positions (i.e. Service Managers or other higher positions) can be advertised or filled by an internal appointment. If advertised, the Chief Executive Officer shall prepare a shortlist of candidates for interview based on the requirements within the Position Description.

After interviews have been held, the chair of the panel will make a recommendation to the Board regarding whether a suitable candidate has been identified. The Board will approve letters of offer and employment agreements for any senior management positions.

Where no shortlisted candidate is deemed suitable by the panel, the chair of the interview panel, shall recommend to the Board whether to readvertise the position or shortlist further applicants for interview.

4.7 Record Keeping

All documentation relating to the advertising of vacancies, recruitment and appointment of staff and employment agreements, shall be maintained in ICH's personnel management system.

4.8 Delegations

Dependent upon service and staffing requirements, the Board or Chief Executive Officer may delegate some functions within this policy.

5. Review

This policy shall be reviewed every 2 years.

This policy remains in effect unless determined by resolution of the Board of Directors.

6. Related Documents

Policies

ICH Anti-Discrimination Policy
ICH Induction Policy
ICH Suitability Policy
ICH Conflict of Interest Policy

References

Labour Hire Licensing Act 2017
Anti-Discrimination laws (within the Anti-Discrimination Policy)
Fair Work Act 2009
Social, Community, Home Care and Disability Service Industry Award 2010