

# POLICY



## 2.1 RECRUITMENT

|                          |   |            |
|--------------------------|---|------------|
| Supporting Procedure:    | TBA   |            |
| Other Related Documents: | Equal Employment Opportunity (Commonwealth Authorities) Act 1987<br>4.2 Conflict of Interest Policy |            |
| Category:                | Human Resources   |            |
| Type:                    | Operational   | Dates:     |
| Last Review By:          | Jane O'Malley and Patricia Sutton   | 12/02/2018 |
| Issued By:               | Chief Executive Officer   | 01/03/2018 |
| Approved By:             | Chief Executive Officer   | 15/02/2018 |

### Introduction

PHCC is an Equal Employment Opportunity employer and aims to be seen as 'Employer of Choice' in the natural resource management industry.

PHCC is committed to providing equality in their recruitment processes and this Policy has been formulated to ensure that PHCC complies with the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

This Policy is intended to ensure that a consistent approach is taken with all recruitment.

### Definitions

For the purposes of this Policy:

**'PD'** means Position Description

**'CEO'** means Chief Executive Officer

**'Equal Employment Opportunity (EEO)'** means that all peoples regardless of gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief have the right to be given fair consideration for a job.

### Policy Statement

#### 1. Vacancies and EEO Responsibilities

- 1.1 Future vacancies should be addressed in a timely fashion to provide opportunity for handover and/or continuity of the role
- 1.2 The CEO has responsibility for all recruitment and may appoint an appropriate employee or a specialist external Human Resources (HR) consultant to manage and/or support the recruitment process

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1.3 Anyone responsible for the recruitment process must be familiar with their obligations, responsibilities and rights in relation to EEO, and

1.3.1 Any part of the recruitment process which does not comply with the principles of EEO must be addressed as promptly and sensitively as possible.

### 2. Position Description

2.1 A Position Description (PD) must provide sufficient detail of experience and qualifications for applicants to accurately ascertain their suitability for the role

2.2 All PDs must be approved by the CEO

2.3 The PD should form part of the resulting employment agreement.

### 3. Internal Recruitment

3.1 The CEO is authorised to conduct the recruitment process internally, with no requirement to advertise, should it be considered to provide the best possible outcome

3.2 When a position becomes vacant all existing staff with the relevant skills and/or abilities will be given a fair and equitable opportunity to compete for the position with the expectation that specific knowledge, practical experience or alignment to the vacant position through an existing position may be regarded as a key criteria for selection.

3.2.1 A direct appointment may be made at the discretion of the CEO if it is considered that a key criteria is satisfied

3.3 There is no obligation to provide an opportunity exclusively to existing employees before externally advertising the position

3.3.1 Where the position is advertised externally, existing employee applications must be submitted in the same fashion as external applications and equally assessed.

### 4. External Advertising & Enquiries

4.1 Any advertisements for the position must reflect the content of the PD including key selection criteria and comply with EEO principles

4.2 Advertising must require that applicants provide a covering letter, a resume and a response to the selection criteria

4.3 Inclusion, equity and access must be promoted throughout the recruitment process

4.4 Recruitment advertisements run for a minimum of 7 working days, unless approved by the CEO

4.5 All applicants must be sent an acknowledgement of their application

4.6 Applications and enquires must be directed to the person responsible for the recruitment process

4.7 Consistent information must be provided to all applicants without disclosing details that could give an unfair advantage.

### 5. Review of Applications and Interviews

5.1 A shortlist of at least three (3) applicants who most closely meet the selection criteria should be considered for interview, notwithstanding any overriding circumstances in Section 3 of this policy

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- 5.2 Applicants chosen for interview should be interviewed by the CEO and/or the relevant direct report Supervisor at their discretion, and
- 5.3 The review and interview process must consider the principles of EEO
- 5.4 The successful applicant must be notified of their success in writing
- 5.5 All unsuccessful applicants must be advised in writing, in the spirit of the values of the organisation.