

Title	RECRUITMENT AND SELECTION				
Responsible Director	Director Corporate and Community Services				
Approved by CEO	Robert Jennings	Date	26/11/2019	Next Review	2022

1 Purpose

Alice Springs Town Council is committed to providing high quality programs and services to the community. To support the achievement of this objective Council recognises the importance of employing the most suitable applicant for all vacant positions, taking into consideration the knowledge, experience and fit of an applicant in an organisational culture focussed on high performance and the ability to foster high trust working relationships.

The purpose of this policy is to align the principles of this commitment ensuring Council's Recruitment and Selection process is transparent, based on merit and is fair and equitable for attracting the most suitable applicants for all vacancies based on technical skills and organisational cultural fit.

2 Statement of policy

All recruitment and selection procedures and decisions will reflect Council's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other attribute.

Council is committed to ensuring the safety and wellbeing of children and to that extent will in its recruitment process ensure that all background checks necessary are undertaken during the recruitment process.

Council has an aspiration for its Indigenous employee numbers to be at least proportional to the population of Alice Springs and may create identified positions for Indigenous employees.

3 Statements of practice

3.1 No vacant position can be filled unless authorised by the CEO

Position descriptions shall be current at the time of advertising. Positions and position descriptions may be reviewed and updated if necessary before the recruitment process.

Casual employees should be used to cover short term staff shortages and need not be advertised. Appointments to end term contract positions will follow the same processes as permanent positions.

A record of all recruitment processes will be kept to ensure transparency and accountability.

3.2 Advertising

Council will endeavour to attract the most suitable staff by broadly advertising all vacant positions.

3.3 Selection

Council aims to promote diversity and equal employment opportunities. To that extent, consideration will be given to the composition of the selection panel in an attempt to minimise any unconscious bias and discrimination.

The panel will generally consist of three members. The supervisor or manager of the position will chair the panel. A second member other than in exceptional circumstances will be a representative from Human Resources. The third member will be an appropriate person who can assist in the decision-making process for the panel. The chair makes the final recommendation to the CEO.

Any conflict of interest will be declared by panel members. Any conflict of interest will be minimised by implementing appropriate strategies. If there is a direct conflict of interest, the panel member will remove themselves from the panel.

Panel members will ensure that all information gathered throughout the recruitment and selection process remains private and confidential.

Internal applicants will be subject to the same recruitment and selection processes as external applicants.

External applicants recommended for a permanent position will undergo pre-employment checks including reference checks, a medical assessment, a drug and alcohol test, a criminal history check and, where required, a NT Working with Children Clearance.

3.4 Qualifying period

All employees will be subject to a six-month qualifying period. The period of employment served by a casual employee converting to a permanent position will count towards their qualifying period.

3.5 Promotion

Employees must have reasonable opportunities for advancement and promotion within the limits set by relevant legislation and the organisation. All selection for positions must be based on merit by means of a fair and equitable process. Council provides the following means of enhancing the career advancement opportunities of an employee:

- training opportunities for employees to build their capacity.
- opportunities for employees to act in more senior roles from time to time as business needs require.



OPERATIONAL POLICY

3.6 Relocation assistance

Relocation assistance may be available to an employee (and their immediate family) who relocates to Alice Springs. Should the employee cease employment in less than two years, Council reserves the right to recover the costs on a pro-rata basis.

This assistance is intended to cover Council approved expenses for removal, transportation, accommodation and storage. A relocation agreement between Council and the employee must be signed by both parties prior to any payment.

Refer to Relocation Costs and ROSO Guideline for applicable amounts.

3.7 Reclassification

Council will ensure that all positions are appropriately classified and to that extend employees and/ or managers can request the reclassification of a position. Council can also instigate the reclassification of a position.

The reclassification process will follow Council's reclassification procedure.

4 Procedural Statement and Directive superseded

This policy supersedes all previous versions of HRM 003 Recruitment and Selection.