

Recruitment and Selection Policy

Policy Information

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| Policy Name: | Recruitment and Selection |
| Policy Number: | 842 |
| Current Version: | 03 – 11/02/2011 |
| Purpose: | Southbank Institute of Technology recognises that its people are the greatest asset. It attributes its success to staff and believes that a high calibre workforce is essential for continued realisation of strategic and operational goals. |
| Scope: | For use in the recruitment and selection of Institute staff. Appropriate for permanent appointments, temporary appointments and relieving opportunities. This policy is supported by SBIT's Recruitment and Selection Procedure which maps the activities and techniques used by those involved in recruitment and selection processes |
| Exceptions: | This policy does not guide redeployment processes |
| Policy Owner: | Director, Strategic Governance and CFO |
| Policy Author: | HR Business Partner, Ivan Wilkin |
| Related policies and legislation: | <ul style="list-style-type: none"> ▪ Queensland Government Directive No. 1/10 – Recruitment and Selection http://www.justice.qld.gov.au/_data/assets/pdf_file/0005/26375/no01-10.pdf ▪ Public Service Act 2008 (Qld) http://www.legislation.qld.gov.au/LEGISLTN/ACTS/2008/08AC038.pdf ▪ Industrial Relations Act 1999 (Qld) http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/IndustRelA99.pdf ▪ Anti-Discrimination Act 1991 (Qld) http://www.legislation.qld.gov.au/LEGISLTN/ACTS/1991/91AC085.pdf ▪ SBIT Policy No. 849 – Educational Staff Qualifications |
| Internal procedures guided by this policy: | SBIT Procedure No. 8420 – Recruitment and Selection |

Policy

1.0 Policy Statement

The Institute will continue to strengthen its capability to achieve its strategic and operational goals by recruiting, selecting and retaining the highest calibre of staff.

The Institute acknowledges the commercial challenges presented by a diminished labour market, increased competition for staff and changing labour force demographics. It recognises the need for recruitment and selection practices that are fair, equitable and enhance the Institutes ability to attract and retain quality staff.

2.0 Objectives and Principles

2.1 Recruitment and selection decisions and actions demonstrate commitment to appointment on the basis of merit.

The most deserving person (as determined by their abilities, aptitude, skills, qualifications, knowledge, experience, potential and personal qualities; relevant to the duties, responsibilities and requirements of the position) will be offered appointment. Further, the Institute will conduct recruitment and selection activities in ways that demonstrate commitment to appointment on the on the basis of merit to both current and potential employees.

2.2 The Institute continually strives to enhance the capacity of its workforce.

Current and anticipated workforce requirements will inform recruitment decisions. The Institute will strive to optimize the mix of relevant experience, skills and attributes within individual workgroups and the Institute generally.

2.3 Only high quality candidates are appointed.

The Institute will not make appointments when it determines that there is no candidate who is able to perform the requirements of the position at a high standard.

The Institute's Educational Staff Qualifications Policy No. [849](#) provides minimum qualification benchmarks for Educational Staff; the Institute has a preference for appointing people whose qualifications surpass those benchmarks.

2.4 Recruitment and selection decisions and actions enhance the Institute's reputation as an employer.

Recruitment and selection activities will be conducted in ways that present the Institute as a quality employer. Commitment to the highest moral and professional standards in recruitment and selection will be demonstrated as will the benefits of working for the Institute. Actions and behaviours will enhance the Institutes reputation as a great place to work to current staff, potential staff, as well as the wider community.

2.5 Recruitment and selection decisions and actions enhance the Institutes ability to retain high quality staff.

Retention goals will inform recruitment decisions. The Institute will structure positions and appointments in ways that meet business requirements and enhance retention rates for quality employees. The Institute will offer jobs that are accurately represented, meaningful, measurable and rewarding. Further, recruitment and selection activities will be completed in timeframes that are externally competitive and responsive to the needs of quality candidates.

2.6 Recruitment and selection decisions and actions are free from bias, conflict of interest and unlawful discrimination.

The Institute is committed to appointment on the basis of merit. Conflicts of interest, bias, and unlawful discrimination will not be tolerated. There will be no discrimination on grounds unrelated to the requirements of the position.

2.7 Equity and diversity is promoted.

The Institute is committed to providing equal opportunity of access, participation and advancement in employment. It recognises that a diverse workforce assists innovation and enhances the overall work experience for staff.

2.8 Recruitment and selection processes and actions guard the confidentiality of applicants.

Only those with a genuine need to access or discuss information relating to applicants or specific recruitment and selection processes shall do so.

2.9 Recruitment and selection activities are efficient and effective.

Recruitment and selection activities are conducted to enhance workforce capacity to meet strategic and operational goals. The Institute is committed to meeting policy objectives and requirements in ways that are simple and effective without unnecessary use of resources.

2.10 Recruitment and selection decisions and actions support Institute business imperatives.

SBIT aspires to be the leading provider of vocational education and training in Australia. The Institute is committed to appointing staff that will make that goal a reality. Further, the Institute will employ recruitment and selection strategies and methods with that end in mind. The challenges presented by a diminished labour market, increased competition for staff and changing labour force demographics are acknowledged. Recruitment and selection solutions that mitigate the risks associated with these challenges will be embraced and encouraged.

Revision History

| Revision Date: | Status: (Draft/Final) | Summary of Changes | Prepared/Approved By: | Revision #: |
|----------------|-----------------------|--|-------------------------------------|-------------|
| 24/09/2008 | Final | Initial document | Principal Human Resource Consultant | 01 |
| 15/10/2009 | Final | Incorporate reference to the Educational Staff Qualifications Policy | Principal Human Resource Consultant | 02 |
| 11/02/2011 | Final | Policy reviewed with minor changes only required to reflect new position names (owner & author) and current Directive. Change to new policy template | HR Business Partner | 03 |

Distribution

- All SBIT Staff Members