



Policy - Recruitment and Selection of Staff (Not including Centre Manager)

Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) is a non-profit, charitable organisation, based on community development principles, whose purpose it is to:

- *Provide a safe, welcoming and inclusive environment where people can meet to learn and share ideas, friendship, skills and information and improve social health and well-being.*

This central and fundamental purpose informs policy development and is reflected in all WNC policy documentation.

Policy

Recruitment of staff members is an important activity. The processes will be planned, professional, apply equal opportunity principles, and be consistent with our wider commitment to community development.

The Centre Manager is responsible for preparing all Job Descriptions and Position Statements, together with relevant selection criteria, salaries and conditions.

Implementation

All vacancies will be advertised internally at the Centre as well as externally in mainstream and social media and online platforms with a closing date of no less than two weeks. A selection panel will meet to compose interview questions and other methods by which to assess applicants, based on the selection criteria for the position. The selection panel will include the Centre Manager unless a conflict of interest exists.

All applicants will be provided with a copy of the job description or position statement prior to submitting their application to the Centre Manager and all such applications will be treated with the utmost confidentiality.

The selection panel will receive a copy of each application for consideration, again using privacy principles. Care must be taken to avoid real or perceived conflicts of interest in the process. Any such conflict of interest must be declared and, if required, a member of the selection panel must excuse themselves and a replacement be appointed.

In line with DFFH requirements all applicants are subject to the following screening procedures:

- Satisfactory reference check from previous employer & other nominated referees
- Complete a new police record check
- Complete proof of identity check
- Provide a summary of their employment history
- Secure and maintain a valid Working with Children Check (WWCC)

After interviews have been conducted and referee, police checks and Working with Children checks are confirmed the successful applicant will be contacted and an offer of employment made. Upon acceptance, a letter of appointment will be sent as soon as practicable, which confirms the starting date and conditions.

Other staff and volunteer members of the Centre may then be advised of the final outcome of the selection process. Unsuccessful applicants will be notified no later than two weeks after the successful applicant has accepted the position in writing.

It is the responsibility of the selection panel to gather all written information from the selection process. The successful applicant's details will be placed on their personnel file. All documents related to unsuccessful applications will be destroyed no later than three months after the appointment has been confirmed. It is important to keep this documentation for approximately three months as this allows time for any appeals or problems to develop which may require reference to such documentation.

Casual and Short-term Vacancies

Some exceptions to this policy and its usual procedures may apply. For example, when there is a casual or short-term vacancy (e.g. to replace someone on annual /sick leave, or to undertake a special project over a period of less than 12 weeks). In such a case, the Centre Manager in consultation with the Committee of Management, may determine to adopt an alternate process which will also be open, transparent and equitable