



STAFF RECRUITMENT POLICY 2014

Approved by:	Board of Directors:	<input type="checkbox"/>
	CEO:	<input type="checkbox"/>
	Director of Services:	<input type="checkbox"/>
	Exec Management Team:	<input checked="" type="checkbox"/>
Date of Approval:	1 May 2014	
Effective Date:	June 2014	
Review Date:	June 2017	
Previous Versions:	Dec 2012, Jan 2011, August 2009, Feb 2008	
Director responsible:	Director PCIS	
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1. Purpose

This Policy articulates the framework on which our recruitment and selection processes are based.

2. Scope

This policy applies to the recruitment of all permanent, time-limited employees and casual staff at Berry Street. It does not cover the engagement of contractors and consultants.

3. Background and context

Berry Street is committed to providing high quality programs and services to our community. In our efforts to achieve this goal, the Berry Street 2013 - 2016 Strategic Plan articulates under the People area that *“Berry Street has the right people and organisational culture for quality service provision”*. To support the achievement of this objective we recognise the importance of employing the most suitable person for all vacant positions.

4. Policy provisions

In the first instance Berry Street will internally advertise all vacant positions to current staff to encourage career advancement, promote local opportunities and increase participation. This is not applicable however, where a vacancy arises as a result of a restructure and the Organisational Change and Redundancy Policy

applies. There may also be times where to meet our return to work or health and safety obligations that a role may not be advertised.

Internally advertised roles can be applied for by “friends of Berry Street” as well as by our staff.

Where considered appropriate, external advertising will be undertaken. This may be done concurrently, particularly in circumstances where the position or a similar position has not been offered externally for more than two years. In this way Berry Street will continue to explore the external market for quality candidates.

Berry Street is committed to a recruitment and selection procedure that is free from discrimination and is fair and transparent. Berry Street will conduct a thorough and comprehensive assessment and selection procedure that comprises the following:

- An assessment process that enables the relevant program manager to effectively assess the applicant against a robust and sound selection criteria.
- Criminal Record Checks (CRC).
- Working With Children Checks (WWCC).
- Pre-employment Injury/Disease Declaration (PIDD).
- Two professional referee checks, except in the following circumstances, where three referee checks are required:
 - Senior Manager positions and above.
 - When a provisional offer is going to be made two reference checks will be completed prior to making the provisional offer. A third reference check will then be completed with the applicants current supervisor.
 - Where one referee provides concerning feedback.
 - Where an international police check is required but is unavailable.
- Proof of Qualifications.
- Proof of valid driver’s licence (where applicable to the role).

No new staff member will commence in any role until all pre employment checks are completed. This includes that a Criminal Record Check has been secured and a Working with Children Check received (or applied for). For Residential Care Workers, applicants may attend paid training as part of the recruitment and orientation process once the Criminal Record Check has been submitted (it may not be complete), however they cannot progress to shadow shifts until all pre-employment checks are completed.

The CEO may *in exceptional circumstances* approve the commencement of a new employee pending receipt of a criminal record check. This will only happen where appropriate strategies are put in place to limit any possible risks to the organisation and in particular to our clients.

4.1. Authorities and Accountabilities

Recruitment is centralised to the HR Team at Berry Street. The HR Team has responsibility for ensuring compliance to policies and procedures and no staff

member can start until the recruitment process complies with this policy. This includes casual staff.

The Executive Management Team is responsible for the implementation of this policy in each of their individual areas of responsibility.

The Director, People, Culture and Information Systems is responsible for the evaluation and updating of the policy.

5. Related Policy Instruments

Employee/Carer Crossover Procedure 2014
Criminal Records Check Staff Procedure 2014
CRC Volunteers Procedure 2014
CRC Carers Procedure 2014
WWCC Staff Procedure 2014
WWCC Carer Procedure 2014
WWCC Volunteer Procedure 2014
Guidelines for Conducting CRC 2014
Reference Check Form 2014
Variation to Employment Form 2014
New Employee Form 2014
Position Description Template 2014
Fit to work 100 Point Check Tool 2014
Carer/Police check Process Flowchart 2014
Crim check Information Tool 2014
Employee/Carer Crossover Tool 2014
Role Classification Structure Tool 2014

6. Other relevant documentation

Equal Opportunity Policy 2014
Privacy Policy 2014
Working With Children Act (Vic) 2005
Berry Street Victoria Enterprise Agreement