



Archdiocese of Hobart

The Roman Catholic Church Trust Corporation of the Archdiocese of Hobart

RECRUITMENT POLICY

The Archdiocese of Hobart aims to attract, select and retain high quality employees who can strengthen its capability to achieve its mission and organisational goals, and who can demonstrate attitudes and attributes that are consistent with the Catholic Ethos and organisational culture. Recruitment and selection of applicants to employment with the Archdiocese will follow all legal requirements, and with relevant human resource management policies, principles and guidelines.

This policy does not apply to the engagement of clergy and members of religious orders, independent contractors or volunteers.

This policy does not limit the prerogative of the Business Manager to make and implement business decisions at his discretion.

It is the responsibility of the relevant Director or Manager to undertake the recruitment and selection process. However, due to the diversity of programs undertaken by Agencies, and the consequent need to design the process accordingly, Human Resources will, if called upon to do so, provide an advisory service for all stages of the process. Human Resources advisory procedures will be amended from time to time due to changes in legislation, judicial decisions and organisational requirements.

Managers conducting recruitment activities should comply with the following principles to ensure that Archdiocesan recruitment practices are effective:

- All employee recruitment and selection will be conducted in a non-discriminatory manner and on the basis of merit;
- A fair and equitable process will be followed providing impartiality to all applicants, including any applicants who are already employed by this organisation or its agencies;
- Recruitment to a new position must be supported by a business plan and budget approval;
- The appointment of an applicant into employment with the Archdiocese is subject to the successful applicant providing evidence of compliance with any necessary conditions, including evidence of qualifications, skills and experience, capacity to be employed in Australia, and appropriate National Police Criminal History Record Check screening;
- The appointment of an applicant into employment with the Archdiocese is subject to a clear, detailed and manageable position description identifying the inherent requirements and other duties of the role;
- The successful applicant will be employed subject to the National Employment Standards, the relevant Modern Award, Personal Information Protection Act, the Anti-discrimination Act, WHS Act and other relevant State or Commonwealth legislation;
- The successful applicant is not to commence employment without an appropriately signed and witnessed Employment Contract being provided to Human Resources;
- All selection information shall be forwarded to Human Resources.