

HR RECRUITMENT & SELECTION POLICY

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ATTACHMENT 7.

POSITION STATEMENT	<p>Life Without Barriers is committed to providing a framework for attracting and appointing candidates who possess the required expertise, competencies and values to help Life Without Barriers achieve its strategic objectives.</p> <p>LWB recognises the value of a diverse workforce and encourages applications from all sectors of the community. This is recognized through LWBs' Reconciliation Action Plan (RAP) and Accessibility Action Plan (AAP) which encourages people with an Aboriginal or Torres Strait Islander background or with a disability to apply for positions.</p> <p>LWB supports the National Agenda on Volunteering as set by the Volunteering Australia Organisation with a view to maximizing, supporting and sustaining volunteering in our organization and the community.</p> <p>To ensure the best results for the organisation, its workforce and servicing of its clients, the recruitment and selection process will:</p> <ul style="list-style-type: none"> • Be conducted in an objective, transparent, professional and timely manner; and, • Remain compliant with legislation, licensing and accreditation requirements.
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1. SCOPE

- 1.1. This policy covers all activities related to recruitment and selection as per the following:
- All permanent and fixed term appointments, including casual, part time and full time positions;
 - All volunteers;
 - Both internal and external recruitment practices, including the engagement of external recruiting agencies or other external bodies who assist LWB in its recruitment and selection process;
 - This policy does not apply to contractors.

2. DEFINITIONS

In the context of this policy, the following definitions apply:

- 2.1. **Merit** means proven ability or accomplishment. Merit is the extent to which an applicant has abilities, aptitude, skills, qualifications, knowledge, experience and achievement (including community service), characteristics and personal qualities relevant to the carrying out of the duties and expectations of LWB. Selecting on the merit principle means that all members of the community have

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equal access to employment with LWB and the best applicant is selected for the position. Merit selection involves impartiality, fairness and high levels of professional conduct.

- 2.2. **Reasonable Adjustment** means that the employer should, where it is necessary and reasonable to do so, make modifications and adjustments to the workplace, position, work-related environment or to an employment practice to meet the individual needs of people with disabilities. Reasonable adjustments are made to remove unnecessary barriers within a work situation, so as to ensure equal and just access to performing the inherent requirements of a role for all employees. Reasonable adjustments may be required for a person with a physical, sensory or intellectual disability, as well as for people with a mental health illness. Reasonable adjustment may include:

- Adjustments to recruitment and selection practices;
- Adjustments to the workplace or work related premises, equipment or facilities;
- Adjustments to work methods;
- Adjustments to work arrangements;
- Providing training to co-workers or supervisors; or
- Other work-related adjustments.

It is a legislative requirement for employers to provide reasonable adjustments in relation to the recruitment and employment of people with disabilities.

- 2.3. **Inherent requirements** are those requirements of a position that are essential and indispensable to carrying out a particular role.
- 2.4. **Work rights or Authority to Work** refers to the process of checking employees' eligibility to work in Australia under the Migration Act 1958. It is against the law for an employer to knowingly or recklessly allow workers to be employed when they are not permitted to do so under their visa or residency conditions in Australia. To avoid severe personal and organisational fines, the right to work in Australia must be verified for all employees.
- 2.5. **Probity checking** means checking the honesty and integrity of new and ongoing personnel through working with children and criminal history checks. The legislative requirements and process for this varies in each State and Territory.
- 2.6. **Volunteers** are people in the community who offer services or assistance voluntarily. Volunteers are distinguished from carers by LWB as carers are specifically selected to care for children or disabled adults and are reimbursed accordingly by legislation.

3. OBJECTIVES

- 3.1. To ensure LWB recruits and retains the best candidates for available positions, in an efficient, objective and compliant manner.

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- 3.2. To ensure all selections are based on merit.
- 3.3. To facilitate the development of existing staff.
- 3.4. To facilitate continuous improvement and adopt industry best practice in the recruitment and selection process.
- 3.5. To ensure that engaged volunteers have protected rights, explicit roles and are provided with a safe working environment.
- 3.6. To meet the organisation's future strategic workforce requirements with committed, talented and highly ethical individuals.

4. GUIDING PRINCIPLES

- 4.1. All employees involved in recruiting and selecting staff must adhere to:
 - 4.1.1. Equal Opportunity and Anti-Discrimination Legislation;
 - 4.1.2. Any other relevant State, Territory or Jurisdiction specific legislation;
 - 4.1.3. Approved LWB recruitment and selection policies, procedures and related documents (including the probity and suitability checking policy and procedure);
 - 4.1.4. Their relevant level of delegated authority as per the HR delegation of Authority schedule;
 - 4.1.5. The highest standard of confidentiality and sensitivity;
 - 4.1.6. The principles of fairness, LWB's code of conduct and the LWB way;
 - 4.1.7. LWB's strategy, values and culture; and
 - 4.1.8. LWB's Accessibility Action Plan and Reconciliation Action Plan.
- 4.2. To provide reasonable adjustments where necessary to allow applicants or employees to meet the inherent requirements of a job.
- 4.3. Where there is an external and an internal candidate for the same role with equal merit, LWB will appoint the internal candidate over the external candidate.
- 4.4. The recruitment and selection process is to be conducted objectively and free from conflicts of interest – whether actual or perceived. Where a conflict of interest does exist, or potentially exists, the staff member must declare the nature of the conflict to their supervisor or Manager, who is responsible for deciding if it is appropriate for that person to be involved in the recruitment and selection process.
- 4.5. In achieving the goals of the National Agenda on Volunteering, LWB applies the following principles:
 - 4.5.1. Volunteering benefits the volunteer and the organisation;
 - 4.5.2. Volunteering is always a matter of choice;
 - 4.5.3. Volunteering is not a substitute for paid work;

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- 4.5.4. Volunteers do not replace paid workers nor constitute a threat to the to the job security of paid workers;
- 4.5.5. Volunteering respects the rights, dignity and culture of others; and,
- 4.5.6. Volunteering promotes human rights and equality.

5. POLICY COMMITMENTS

- 5.1. Provide employees involved in the recruitment process with the relevant policies and procedures.
- 5.2. Maintain appropriate records of successful and unsuccessful applicants as required by legislation in the State, Territory or Jurisdiction in which we operate.
- 5.3. Ensure all employees involved in the recruitment process are aware of the commitments adopted by LWB under the AAP and RAP.
- 5.4. Provide reasonable adjustments for applicants where it is appropriate to do so.

6. PERFORMANCE INDICATORS

- 6.1. Maintain turnover in line or under the industry average.
- 6.2. Successful auditing, accreditation and licensing approvals for LWB's recruitment and selection policies and procedures.