

# Staff Recruitment, Selection and Ongoing Development

## 1. Purpose

- 1.1 This policy is to outline principles and procedures to ensure permanent staff and contractor recruitment and selection practices are consistent, merit-based and aligned with AOMI’s mission and strategy. Further the ongoing professional development of all staff and contractors ensure the ongoing success of AOMI.
- 1.2 Recruiting and selecting suitable employees and contractors with the necessary skills and ability is integral to the success of AOMI.
- 1.3 AOMI has policies and programs that support workplace diversity. The objective is to ensure a professional, fair and ethical approach to recruitment.
- 1.4 Principles and procedures in this policy must be followed and be consistently applied in accordance with staff agreements, associated policies and relevant legislation. The candidate's suitability, identity, ability to work in Australia and any relevant criminal checks must be sought and documented. Privacy is to be maintained in accordance with relevant legislation.

## 2. Scope

- 2.1 This policy applies to all employees and contractors of AOMI and forms part of any contract of employment. Due diligence in recruitment and selection is crucial in minimising risk to the AOMI.
- 2.2 Staff involved in recruitment are required to conduct themselves in a professional manner, to follow the policies and procedures, to maintain confidentiality of the selection process, and to protect individual rights to privacy.
- 2.3 **Appointment by Invitation**  
AOMI reserves the right to offer an appointment by invitation to a specific individual where the appointment will meet the strategic requirements of the AOMI.

Revision	By Whom	Date
Reviewed, and Standards updated	G Bottrill	5 Aug 17
Reviewed, no changes	A Palmer	31 Jul 19
Reviewed, no changes	G Bottrill	20 Sep 20

### **3. Recruitment and Selection Procedure**

#### **3.1 Internal recruitment**

All positions that become vacant at AOMI should be advertised internally via the email system. Current employees are encouraged to apply for suitable positions as they arise. Each application will be assessed on its merits, based on the selection criteria required for the position. This may mean that internal applicants do not qualify for job interviews. Any decisions regarding promotion will also be made on the basis of merit.

#### **3.2 External recruitment**

External advertising may be used as deemed appropriate by AOMI. All external advertising or agency costs must be approved by the CEO.

The job advertisement should be written in clear, non-discriminatory language.

The advertisement must contain the title of the job and a list of duties and key results areas.

The advertisement should both outline the essential selection criteria of the job and indicate that applicants are required to address all of these criteria. Desirable criteria can also be included.

Advertisements should also specify what information the applicant should include with their application (eg. resume, academic record, licences etc), and whether application forms are required to be completed. Information about how application forms can be obtained should be included, and application forms should be sent out when requested.

The name of a contact person should be provided, as well as a closing date for applications.

The advertisement should state that AOMI is an equal opportunity employer and actively encourages candidates who are Aboriginal and/or Torres Strait Islanders to apply.

#### **3.3 Selection process**

Wherever possible, recruitment decisions should be made by the CEO and Director jointly.

#### **3.4 Selection criteria**

The selection process will review the job description of the position in question and make sure that it is current and accurate. The review shall include analysis of the essential and desirable criteria for the position. The level of remuneration attached to the position should also be reviewed.

The essential criteria are those criteria which are necessary for the performance of the job. The desirable criteria are those criteria that will assist the applicant to perform the job, and provide them with a competitive advantage over other candidates. By determining the essential and desirable criteria for the position, the review will best be able to compare each candidate.

The review may consider requirements such as;

- a. the probationary period; and/or
- b. that employment is offered on a fixed term basis; or
- c. that employment is offered on a fixed-project basis.

### **3.5 Interviews**

The selectors should consider and prepare a list of the questions that will be asked of the candidates at the interview. These questions should only relate to matters that are relevant to the position. Questions which are based on, or relate to, a person's protected attributes which unlawfully discriminate should not be asked — this includes questions that may constitute sexual harassment, ageism, and the like.

Selectors should ask comparable questions of all applicants, otherwise biases and unfair assumptions can affect, or can be perceived as affecting recruitment and selection decision making.

### **3.6 Privacy**

As set out in the Privacy Policy, AOMI respects and complies with its obligations under privacy legislation.

### **3.7 Reference checking**

Selectors will check references provided, prior to offering employment. All references sought by AOMI are on a confidential basis. Neither the report nor its contents will be made available to anyone other than selectors

### **3.8 Appointment**

The successful applicant will be offered a contract which will include a probation period as determined by the selectors.

All successful applicants must complete the induction program and job specific training relevant to their role.

#### **4. Continuing Professional Development**

Trainers and assessors are required to maintain two forms of professional development;

1. VET Professional Development
2. Industry Professional Development and currency

AOMI will provide webinars and other activities on a regular basis which may include links to third party providers to assist trainers in their ongoing professional development requirements. Trainers and assessors are responsible for maintaining their own professional development register and submitting to the Director once every 6 months for review.

This Policy will be reviewed every two years.



**William Palmer**  
**CEO**  
**20<sup>th</sup> September 2020**