

Recruitment and Selection Policy



Lifestyle Capital of Victoria

1. Policy Statement

Frankston City Council (Council) is committed to recruitment and selection that sets the bar high, encourages diversity and invites fresh thinking. We aim to attract applicants with the right attitude, behaviours, knowledge and skills that are in line with Council's values and who will help us achieve our strategic goals.

This policy provides a strategic platform to ensure consistent thorough and fair, merit based processes for all recruitment and selection at Council that is in accordance with the *Equal Opportunity Act 2010*.

2. Scope

2.1 This Policy applies to the recruitment and selection of all positions within Frankston City Council with the exception of the recruitment and selection of the Chief Executive Officer.

2.2 The Policy does not apply to the engagement of individuals through labour hire agencies, Return to Work arrangements, or Redeployment arrangements consistent with Council's Enterprise Agreement.

2.2.1 Council is committed to ensuring that the engagement of individuals through labour hire agencies is based on having the right attitude, behaviours, knowledge and skills that are in line with Council's values and who will help us achieve our strategic goals.

2.2.2 The engagement of individuals through labour hire agencies is to be in accordance with Council's Enterprise Agreement and relevant financial delegations.

3. Authorisation

This Policy is managed by the People and Culture Department, and is approved by Frankston City's Executive Management Team (EMT):

A handwritten signature in blue ink, appearing to read "P. Cantillon", with a long horizontal stroke extending to the right.

Phil Cantillon
CEO, Frankston City Council

4. Revision date

This Policy will be reviewed and presented to Council no later than 2022 or earlier as deemed necessary by EMT.

5. Background

5.4 Council is committed to fair and transparent recruitment and selection processes that meet required legislative standards and are based upon the principles of merit, equal employment opportunity and confidentiality.

5.5 All recruitment at Council is in accordance with the *Local Government Act 1989*. This Act requires Council to establish employment processes that will ensure that:

- employment decisions are based on merit;
- employees are treated fairly and reasonably;
- equal employment opportunity is provided;
- employees have a reasonable avenue of redress against unfair or unreasonable treatment

5.6 Best practice recruitment and selection is critical to enabling Council to continue to serve the community by having the right people in the right place at the right time to meet operational and strategic objectives.

5.7 Recruitment at Council is centralised to enable effective management of budgeted positions and employment costs.

6. Recruitment and Selection Principles

Recruitment practices at Frankston City Council will be fair, equitable, respectful, consistent and aligned with the goals, objectives and values of Frankston City Council. Recruitment will be based on the following principles:

6.1 Merit

6.1.1 Merit-based recruitment and selection assesses candidates on the basis of their knowledge, skills, attributes and experiences as these relate to the requirements of the position, the operational unit and Council.

6.1.2 Council shall select the best candidate for the position in each case when recruiting employees. Council requires that all recruitment and selection processes be based on merit. To ensure legislative compliance each panel member shall ensure that the merit based principles are applied and recruitment decisions are not made on the basis of unconscious bias.

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6.2 Equal Employment Opportunity

6.2.1 Frankston City Council strives to provide a work environment for employees that encourages fairness, equity and respect for social inclusion and diversity and is consistent with the principles of equal employment opportunity. Council is an equal employment opportunity employer and recruitment is undertaken in accordance with the *Equal Opportunity Act 2010*.

6.3 Confidentiality

- 6.3.1 Employees involved in the recruitment process are required to conduct themselves in a professional manner, in line with Council's policies and procedures.
- 6.3.2 The Panel Chair is responsible for ensuring that all selection panel members are aware of these responsibilities.

6.4 Conflict of Interest

- 6.4.1 A conflict of interest may arise where a panel member has either a social, personal or business relationship with a candidate being considered.
- 6.4.2 Employees participating in a recruitment panel must assess potential conflicts of interest in terms of the likelihood of their being influenced or appearing to be influenced in the performance of their role or during the decision making process.
- 6.4.3 The onus is on the panel member to declare any conflict or potential conflict of interest to the Panel Chair. If it is deemed that a conflict of interest exists or may exist, the panel member must complete a Conflict of Interest Declaration and provide it to People and Culture.
- 6.4.4 If a panel member is unsure if a perceived conflict of interest exists, the panel member shall discuss the individual situation with the Panel Chair and the People and Culture Department prior to commencing the selection process.
- 6.4.5 Where a conflict of interest is declared, an assessment will be made by People and Culture, in discussion with the Panel Chair, as to whether the panel member involved will remain on or be removed from the selection panel.

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7. Recruitment and Selection Process

7.1 Overview of Recruitment Process

The following are the steps in a Recruitment and Selection process at Council. For more information on these steps see the Recruitment and Selection Guidelines.



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7.2 Advertising

- 7.2.1 A Manager or Director will review a vacant position to determine position structure, establishment, need for filling, and appropriate recruitment process.
- 7.2.2 If the tenure of the vacancy is in excess of 3 months, the position should be advertised and a recruitment process undertaken.
- 7.2.3 If the tenure of the vacancy is 3 months or less, a current employee may be appointed to a higher duties arrangement. Consideration must be given to whether there are multiple employees with the skills to undertake the Higher Duties Arrangement.
- 7.2.4 The Hiring Manager must complete a request for Approval to Recruit. Refer to the [Delegations for People and Culture Actions](#) available on Grapevine for delegations for recruitment.
- 7.2.5 People and Culture will oversee all advertising to ensure it is conducted in accordance with the Local Government Act 1989.
- 7.2.6 People and Culture in consultation with the relevant Director, may determine advertising methods for a position when appropriate.
- 7.2.7 The minimum period for advertising is one (1) week. However a two (2) week advertising process is recommended.

7.3 Candidate Selection

- 7.3.1 The selection of candidates for interview must be completed via a merit based approach (see Clause 6.1)
- 7.3.2 Interviews are required for all positions and are to be conducted by a Selection Panel.
- 7.3.3 All members of the selection panel must have completed Council's Recruitment and Selection training to be eligible to be part of a recruitment panel
- 7.3.4 Prior to recommendation for appointment, a candidate must complete all required Pre-Employment Checks.
- 7.3.5 For a recommendation of appointment, or a decision not to appoint, a majority decision must be reached by the Selection Panel. Refer to the [Delegations for People and Culture Actions](#) available on Grapevine for delegations for appointment.

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- 7.3.6 Candidates who were unsuccessful after interview will be provided with an opportunity to receive feedback on their application from a member of the Selection Panel.

7.4 Pre-Employment testing

It is required for all positions to carry out pre-employment assessments. These may include, references, licence/qualification checks, medical, behavioural or functional assessments.

These assessments must relate directly to the requirements of the job. They must only collect relevant information on the candidate's ability to perform the requirement of the job.

8. Responsibilities

8.1 Responsibilities of employees

- seeking approval from their Manager before agreeing to be on a selection panel
- attending recruitment and selection training when it is offered if they wish to be considered for selection panel membership.
- Ensuring they are familiar with this policy prior to participating on a selection panel

8.2 Responsibilities of Managers

- ensuring that recruitment is conducted in accordance within approved budget and establishment for the Department
- ensuring that the recruitment strategy determined by the Hiring Manager is appropriate for the position
- ensuring all documentation provided to the Director and People and Culture is accurate

8.3 Responsibilities of the Hiring Manager/Panel Chair

- ensuring the recruitment process complies with this Policy and the Recruitment and Selection Guidelines
- facilitating decision making and selection of a preferred candidate
- ensuring the required pre employment checks are completed for the preferred candidate
- ensuring appropriate communication to candidates throughout the recruitment process, including notifying unsuccessful candidates
- ensuring appropriate records of the recruitment process are provided to People and Culture
- liaising with People and Culture and seeking advice throughout the process.

8.4 Responsibilities of selection panels

- considering all applications for a position
- declaring any conflict of interest
- shortlisting candidates against the selection criteria

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- determining a timetable for recruitment and appropriate assessment methods
- assessing shortlisted candidates against the selection criteria through interviews and/or other assessment methods
- determining a preferred candidate

8.5 Responsibilities of the People and Culture Department

- assisting with reviewing the position and job design where required
- advertising positions appropriately and in a timely manner once approval has been gained
- ensuring advertising costs are charged to the relevant work area
- receiving and assessing Declaration of Conflict Forms as they are provided
- providing consistent, high quality advice to selection panel members and the Chair of the selection panel throughout the process, where required
- ensuring Pre-employment Checks are conducted
- advising the Chair when a verbal offer can be made
- providing appointment letters to successful candidates in a timely manner after a verbal offer is made
- ensuring appropriate records management is undertaken in relation to selection documentation
- updating the Recruitment and Selection Guidelines and this Policy as required
- providing recruitment and selection training as needed.

9. Relevant Documents

- Frankston City Council Enterprise Agreement
- Recruitment and Selection Guidelines
- Guidelines for People and Culture Actions
- *Equal Opportunity Act 2010*
- *Fair Work Act 2009*
- *Local Government Act 1989*
- *Privacy and Data Protection Act 2014*
- *Public Records Act 1973*

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10. Definitions

Higher Duties	When an employee is directed or appointed to relieve in a higher classified
Candidate	An external person or an employee who formally applies for a position.
Employee	A person on Frankston City Council's payroll, regardless of the nature of their employment.
Hiring Manager	The person who initiates the recruitment and is primarily responsible for filling the vacancy. Under most circumstances the hiring manager will be the supervisor of the position. The hiring manager is usually the Chair of the selection panel.
Merit Based	Decision based assessment which is free of discrimination and based on a person's knowledge, skills, capabilities, qualifications, attitude, aptitude and values and other qualities relevant to the position and in accordance with legislation.
Panel Chair	The person who oversees and is responsible for the Selection Panel. This is usually the Hiring Manager.
Panel Member	An employee who sits on the selection panel and is responsible for supporting the Chair with shortlisting and interviewing.
Position	An approved and budgeted role that is represented by a position number.
Pre-employment Checks	The background checks undertaken prior to making a formal offer of employment (including reference checks, police check, working with children check, pre-employment medical, visa check, qualification check, psychometric assessment).
Relevant Manager	The Departmental Manager who has overall responsibility. For the purpose of this procedure.
Selection Panel	Employees who are responsible for assessing each candidate, based on merit, and recommending the most suitable candidate to fill a vacancy.

11. Further Information

Contact the People and Culture Department for further advice on the implementation or interpretation of this Policy

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