

# Flinders Campus Community Services Inc

## Staff Appointment Policy

First approved by Board:	28 August 2006
Date last amendment:	
Contact person:	FCCS Human Resources Manager

### 1 INTRODUCTION

The following policy and principles govern FCCS's staff recruitment, selection and appointment processes.

### 2 POLICY

FCCS aims to appoint the most suitable people to vacant positions through a process that is consistently fair, professional and timely.

Appointment decisions are:

- based on a candidate's knowledge, skills and abilities relevant to those required for the duties of the position, and
- free from discrimination or patronage.

### 3 APPLICATION

This policy applies to all permanent and fixed-term appointments as well as casual appointments (except where stated).

### 4 PRINCIPLES

- 4.1 Appointment processes will be open and subject to appropriate scrutiny and review, having regard to the confidentiality rights of the applicants and FCCS.
- 4.2 FCCS will strive to ensure that all actions taken in relation to recruitment, selection and appointment will be free from conflicts of interest.

### 5 APPROVING A VACANT POSITION

- 5.1 The FCCS Board will approve the creation or continuation of the positions of General Manager, Finance Manager, Human Resources Manager, Catering Manager, Marketing Manager, Sports & Fitness Supervisor, and any other position to be established as part of FCCS senior management.
- 5.2 The approving authority for the creation or continuation of all other vacant positions is the General Manager (or in the case of casuals, the Human Resources Manager).

### 6 PROPOSING AND APPROVING POSITION DESCRIPTIONS

- 6.1 The position description for the position of General Manager will be approved by Board.

- 6.2** The position description for other manager positions will be approved by the General Manager.
- 6.3** The position description for all other staff will be approved by the Human Resources Manager.

## **7 RECRUITMENT OPTIONS**

Vacant positions may be filled using:

- 7.1** competitive selection processes, or
- 7.2** nomination (without advertisement), or
- 7.3** lateral transfer.

For all vacant positions the appointment procedure will be as provided in clause 8, 9 or 10 of this policy.

## **8 COMPETITIVE SELECTION**

### **8.1 Recruiting candidates**

- 8.1.1** Vacant positions should be advertised usually the mainstream press. Other options may include professional publications, other relevant organisations, ethnic or local press, the internet, professional associations, search firms or internal calls for expressions of interest.
- 8.1.2** The General Manager or the Human Resources Manager will approve the method of advertisement on the advice of the supervisor/head of the area.

### **8.2 Appointment committees**

- 8.2.1** An appointment committee will be established for each position to be filled through competitive selection.
- 8.2.2** Each appointment committee must include at least one woman and one man, and have at least three members.
- 8.2.3** The membership of an appointment committee will be determined by the General Manager or the Human Resources Manager except for the General Manager's position which will be determined by the Board.
- 8.2.4** Each staff appointment committee will normally comprise:
- The position's direct supervisor;
  - A person with relevant and sufficient expertise in the area of appointment, and
  - A person from outside the area who is sufficiently removed from that area to ensure a broader view of the process and transparency.
- 8.2.5** Appointment committee members who consider that they have a close relationship with an applicant, which could unduly affect the selection process, should withdraw from the committee.

### **8.3 The Selection Process**

- 8.3.1** Applicants must meet all the essential selection criteria to be eligible for appointment. Appointment will be based on merit in relation to selection criteria.
- 8.3.2** At least one confidential referee's report (either verbal or written) must be obtained to confirm the suitability of the recommended applicant before a recommendation to appoint is made by the appointment committee. An appointment committee will seek an applicant's consent to contact a referee other than ones nominated in the application.
- 8.3.3** A final recommendation to appoint, based on the selection criteria, will be made by a majority of votes cast by those members of the committee who are eligible to vote including the chairperson.

## **9 LATERAL TRANSFER**

- 9.1** Prior to advertising a vacancy, and with the approval of the General Manager or Human Resources Manager, calls for expressions of interest from staff who wish to transfer into the vacancy may be made.
- 9.2** The procedures described at 10.2.1 to 10.2.5 apply in respect of lateral transfers.

## **10 APPOINTMENT BY NOMINATION**

### **10.1 Appropriate circumstances**

An appointment by nomination may be made in the following circumstances:

- 10.1.1** the nomination is required to meet an immediate or unexpected need. In this case, the nomination should not exceed 12 months, during which time the position should be advertised if it is likely to extend beyond 12 months;
- 10.1.2** the specialised skills/knowledge required for the position so limits the 'pool' of applicants that the person making the nomination is reasonably aware of all possible appointable applicants. In this case the appointment can be for a period up to three years;
- 10.1.3** where a candidate declines an appointment or resigns within six months of the completion of the selection process, then the next ranked appointable candidate(s) may be nominated for the position.

### **10.2 Process for nomination**

- 10.2.1** To make an appointment by nomination, the supervisor must forward a recommendation to the Human Resources Manager including the position description. The Human Resources Manager will ensure that the nomination is consistent with this policy.
- 10.2.3** A person who is to be appointed by nomination must meet the essential selection criteria for the position.
- 10.2.4** For appointments under 10.1.1 to 10.1.3, at least one other relevant staff member will normally participate in the appointment decision.

**10.2.5** At least one confidential referee's report (either verbal or written) must be obtained to confirm the suitability of the recommended candidate before a recommendation to appoint is made.

### **10.3 Extension of a nomination**

**10.3.1** From time to time, there may be valid reasons for approving the extension of a nomination for a short period beyond the time frame established in 10.1.1 to 10.1.3 above, for example, where an additional period is required to complete a project in progress.

**10.3.2** The General Manager may approve the extension of a nomination in appropriate circumstances. Such extensions should normally be limited to three months and will require the support of the Human Resources Manager. Otherwise, advertisement of the position will normally be required.

### **10.4 Conflict of interest**

Where a person making a nomination has a close relationship with the person being nominated, which could unduly affect the nomination decision, they should withdraw from the decision making process.

## **11 CONFIDENTIALITY**

**11.1** Subject to clause 11.2, applications, including referee reports, and all proceedings of the appointment committee will be confidential to members of the committee and relevant staff in Human Resources unless otherwise agreed with the applicant.

**11.2** FCCS is subject to the South Australian Freedom of Information Act 1991 and as such may be required to produce documents if an application is made under the legislation. Appointment committees must ensure that referees are advised of this fact at the time information is sought.

## **12 APPOINTMENT**

**12.1** A formal offer of appointment can only be made by the General Manager (or delegate).

**12.2** Appointment committee members must not give any undertaking, or assurances, to an applicant in respect of conditions or terms of employment

**12.3** FCCS will require all new permanent and fixed-term staff to advise of any condition that would prevent them from fulfilling the duties for the position or which should be taken into account as part of their employment.

**12.4** Applicants may request feedback from the chairperson of the appointment committee at the conclusion of the process.

## **13 CONVERSION TO PERMANENT APPOINTMENT**

### **13.1 Criteria for approval**

The General Manager (or delegate) may approve the appointment, without further advertisement, of a person in a fixed-term position to permanent if:

**13.1.1** the position is converted to permanent, and

**13.1.2** the staff member was first appointed to the position through a competitive selection process within the previous three years, and

**13.1.3** the staff member's performance is satisfactory.

#### **14 CASUAL STAFF**

Casual staff are employed by the hour and generally work on an ad hoc or irregular basis.

Casual staff are generally used to cover staff absences or specifically for individual semesters.

Details covering duties, anticipated number of hours required and rate of pay will be specified in the letter of offer which will be signed by the staff member prior to commencing duties.

**Conditions of employment for all staff are covered in the FCCS Enterprise Agreement.**