



Policy name: Recruitment of Staff

Date of Committee Endorsement: 18/07/2023

Last Review Date: 2016

Next Review Date: 2028

Policy Statement

Holden Street is committed to attracting and recruiting the best possible candidates for available positions. The sole basis for staff recruitment and selection is merit according to transparent criteria. Holden Street promotes the safety, wellbeing and inclusion of all children, including those with a disability and has a commitment to child safety. All recruitment and selection procedures and decisions will reflect commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities.

The Committee of Governance will manage all aspects of the process for the recruitment of the Manager, and members will form the interview panel for the selection of the Manager. The final decision for the appointment of the Manager will be made by the full Committee.

All other recruitment will be managed by the Manager on delegation from the Committee, or by the Program Manager responsible for the service which has the vacant position, on delegation from the Manager.

Employment agreement

All employees are employed under the terms and conditions of the Neighbourhood House and Adult Community Education Centres Collective Agreement 2016 (NHACECC2016). See <https://www.nhvic.org.au/industrial-relations> website for a copy of the Agreement.

Superannuation

Holden Street pays the mandatory superannuation contribution as determined by the Superannuation legislation and regulations.

Procedures for Recruitment and Induction

If a vacancy occurs the role is reviewed by the Manager and relevant section coordinator to establish if there might be changes that would benefit the House. If it is decided to fill the position, the position description is reviewed and signed off.

Positions are advertised on employment sites and through the neighbourhood house networks. Applications are received and reviewed against the selection criteria by the interview panel usually consisting of managers, CoG members and perhaps a relevant external party.

The panel would normally interview 3 to 5 applications and after satisfactory referee checks, completion of Police and Working with Children checks, would negotiate with the recommended applicant regarding salary and start time.

Instructions / Forms / Templates

[Sample Letter of Offer for employment](#)
[Employees record form: Qualifications and checks](#)
[Employees Induction Checklist](#)
[Personnel File Checklist and Contents](#)
[Employee Information: General](#)
[Learn Local \(ACFE\) Employee Information](#)
[Payroll and Personal Information](#)
[Staff leave request form](#)
[Contract of employment](#)

Approved at July 2023 Committee meeting.