



HUMAN RESOURCE MANAGEMENT

Purpose

The purpose of this policy is to describe the employment arrangements at NYCH including recruitment processes, staff management practices, expectations of staff conduct, and other employment conditions.

Policy

NYCH is committed to Equal Employment Opportunity and therefore to providing a workplace where all prospective and current employees are treated with fairness, dignity and respect. The work conditions provided to staff are in accordance with the relevant awards or individual employment contracts and legislation. All staff are provided with opportunities and support to realise their potential as a NYCH employee. It is an expectation of the organisation and a condition of employment that employees conduct themselves within the law and with the levels of professionalism articulated in the employee Code of Conduct.

Procedures

Staff Recruitment and Selection

Overview

The Service is an Equal Opportunity Employer and is committed to ensuring that staff selection procedures are fair to all applicants regardless of their sex, race, marital status, sexual orientation religious/political affiliation, disability, or any other matter covered by the [Equal Opportunity Act 1995](#), (amended January 1st 2002).

Steps in the selection process are:

- Review need for existing position;
- Revise and/or prepare job description;
- Prepare selection criteria;
- Advertise;
- Appoint selection panel;
- Determine selection method/s;
- Shortlist applicants;
- Prepare interview process and questions;
- Conduct interviews and/or other selection methods;
- Conduct referee checks;
- Prepare selection report and/or recommendations;
- Notify successful and unsuccessful applicants

Successful applicants will be advised of any pre-requisites to their employment e.g. police check, valid Working With Children's Check, presentation of required qualifications or registration.

Personal information, including job applications and selection information, will be kept confidential, and held by the relevant Manager.

Reviewing Job Descriptions

Job descriptions are reviewed following i) vacancy of a position and ii) performance appraisal by the relevant manager in consultation with the CEO. Authorisation of the reviewed job description is provided in accordance with the [Instrument of Delegation](#) policy, and is dependent upon the changes proposed.

Advertising

All vacant positions will be advertised externally by the relevant manager and an appropriate notice will be circulated to staff. Consideration should be given to utilising a broad range of alternative avenues for advertising with the aim of increasing the cultural diversity of people being employed by NYCH.

Selection Panel and Selection Process

A selection panel will be appointed, with delegated authority to make an appointment according to the Instrument of Delegation. If applicable, a person external to the organisation should be on the selection panel. The most senior NYCH representative is the convener of the panel and is responsible for ensuring that all processes are observed in line with this policy.

The convener is responsible for establishing and documenting the selection criteria and conducting the interviews and/or other selection processes.

Applicants will be shortlisted in accordance with the Key Selection Criteria contained in the job description. Where interview is the prime selection method, a standard list of questions will be prepared based on the selection criteria, and the panel will discuss the types of answers expected prior to the interviews. Questions relating to applicants' personal circumstances, such as travel, overtime, and shift work, will only be asked if relevant to the position. Applicants will be given sufficient notice of the interview arrangements.

Reference Checks

The service is committed to employing staff that are qualified to undertake the tasks required. Reference checks will be conducted on all successful external applicants to verify their application information. One of the referees should be the applicant's current or most recent line manager unless there are exceptional circumstances. The reasons for not speaking with a current or most recent line manager should be discussed by the interview panel, and the decision made to accept other referees recorded. All calls to referees should be made to office phone lines rather than mobile numbers where possible. A standard format will be used, addressing any areas of interest or concern identified through interview. A written record of the outcome of Reference Checks for successful applicants should be forwarded to the Manager of Corporate Services for inclusion in the personnel file.