



<b>EFFECTIVE DATE</b>	1 July 2020
<b>REVIEW DATE</b>	1 July 2023
<b>POLICY OWNER</b>	Chancery
<b>APPLIES TO</b>	This Policy applies to clergy, members of religious institutes, employees, contractors (as defined and in relation to WHS legislation and a one member corporation), volunteers, work experience students and trainees ( <b>Workers</b> ) of the Diocese.
<b>EXCLUSIONS</b>	Where an agency or entity of the Diocese has its own policy, the relevant agency or entity policy will apply to Workers engaged by those agencies or entities. In the event of conflict between the policies of agencies or entities and the Diocesan policy, the Diocesan policy prevails.
<b>RELATED POLICIES, GUIDELINES &amp; PROCEDURES</b>	Code of Conduct Policy Working With Children Check Policy Privacy Policy Volunteer Engagement Policy National Police History Check Policy
<b>REFERENCE</b>	<i>Child Protection (Working with Children) Act 2012 (NSW)</i> <i>Child Protection (Working with Children) Regulation 2013 (NSW)</i> <i>Privacy Act 1988 (Clth)</i> <i>Privacy Regulation 2013 (Clth)</i> Integrity in the Service of the Church, National Committee for Professional Standards 2011
<b>RELATED FORMS</b>	Authorisation to Recruit Form Position Description Template Form
<b>HEADINGS</b>	Objective Definitions Policy <ol style="list-style-type: none"> <li>1. Recruiting Manager Responsibilities</li> <li>2. Human Resources Responsibilities</li> <li>3. Pre-Recruitment Activities             <ol style="list-style-type: none"> <li>3.1 Position Description</li> <li>3.2 Selection Criteria</li> <li>3.3 Direct Internal Appointments</li> </ol> </li> <li>4. Position Description</li> <li>5. Selection Criteria</li> <li>6. Direct Internal Appointments</li> </ol>

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## OBJECTIVE

This policy sets down the process for the engagement of employees by the Trustees of the Roman Catholic Church for the Diocese of Lismore.

## DEFINITIONS

**Contractor** means contractor as referred to in WHS legislation and/or a company when one main person through the personal skills or efforts as an individual of that person is contracted to the Diocese and/or a one shareholder/member company.

**Diocese** means the Roman Catholic Diocese of Lismore and includes without limitation any Diocesan agencies, corporations, entities, parishes, parish corporations and parish entities where the Worker is employed or otherwise engaged.

**Worker** means clergy, religious, employees, board members, contractors, volunteers, work experience students and trainees of the Diocese.

## POLICY

### 1. Recruiting Manager Responsibilities

It is the responsibility of the Recruiting Manager to ensure that:

- the employment and salary costs for the recruitment are within budget;
- the position description for the position has been prepared and approved;
- if a position description already exists, that it has been reviewed to ensure currency;
- they have notified and sought approval to proceed with recruitment from the Diocesan HR & WHS Manager or relevant agency Human Resources Manager prior to commencement of the recruitment process; and
- offers of employment, whether verbal or in writing, are screened by the Diocesan HR & WHS Manager or relevant agency Human Resources Manager prior to being made.

Managers should submit an **Authorisation to Recruit Form** when seeking approval to commence the recruitment process.

### 2. Human Resources Responsibilities

It is the responsibility of the Diocesan HR & WHS Manager or relevant agency Human Resources Manager to:

- receive and consider proposals from managers to commence recruitment processes;
- provide support and advice, if required, for the recruitment process;
- screen offers of employment prior to them being made; and
- draft offers of employment.

### 3. Pre-Recruitment Activities

#### 3.1. Position description

Prior to recruiting, managers/Parish Priests should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications. If no position description exists for the available position, or if it requires revising, this is the responsibility of the appropriate manager. Once the new position description or amendments have been drafted, it should be forwarded on to the Diocesan HR & WHS Manager or relevant agency Human Resources Manager for review. The Diocesan Position Description Template Form should be used for all position descriptions. The position description should state whether the position involves child-related work.

### 3.2. Selection criteria

A selection criterion, which candidates are required to meet in order to proceed to selection, must be drawn up based on the requirements of the position description and prior to recruitment for position commencing.

### 3.3. Direct Internal Appointments

Where a Manager wishes to promote an employee, who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorised by the relevant agency head or Parish Priest. This approval is to be forwarded to the Diocesan HR & WHS Manager or relevant agency head and/or Human Resources Manager prior to the appointment being made.

## 4. Internal Advertising

Where appropriate, the Diocese may decide to advertise vacancies internally. Exceptions to this rule may occur when:

- the position is of a specialised nature;
- appropriate skills are not available within the organisation;
- a direct appointment or promotion into the vacant position is to be made;
- In the case of internal advertising, the Diocesan HR & WHS Manager or relevant agency Human Resources Manager will advertise the available position internally;
- Internal advertisements should include the following:
  - position title;
  - selection criteria; and
  - closing date for applications.

Internal applicants should forward a cover letter, statement as to how they address the selection criteria and their current CV resume, to the applicable Manager for acknowledgement, consideration and processing.

Selection for interview will depend on the applicant's skills, qualifications and work-related experience relevant to the selection criteria.

## 5. External Advertising

Where a position has not been filled internally or the Diocese has decided it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant Catholic networks and relevant websites. Volunteer positions should be advertised where possible. All advertisements must be screened and approved by the Diocesan HR & WHS Manager.

If required, the Diocesan HR & WHS Manager or relevant agency Human Resources Manager will prepare an appropriate recruitment advertisement for the position and submit it for review and approval. The Diocesan HR & WHS Manager or relevant agency Human Resources Manager will administer the placement of the advertisement and monitor applications received.

## 6. Use of Recruitment Consultants

External recruitment consultants may be engaged to assist with the recruitment process. Recruitment consultants represent a significant cost and the use of a recruitment consultant requires the prior approval of the Diocesan Business Manager or agency head. The recruiting manager should contact the Diocesan HR & WHS Manager or relevant agency Human Resources Manager for assistance, if consideration is being given to engaging the services of recruitment consultant. It remains the relevant manager's responsibility to ensure that any recruitment consultant adheres to Diocesan recruitment and selection policies.

## 7. Culling Applications

Applications must be screened against the selection criteria and 'culled' in assessing their suitability for the specific role. Applicants who are assessed as suitable may then be selected for interview.

## **8. Interviews**

Candidates selected during the culling of applications form a short-list. Candidates to be interviewed should be selected from the short-list. The selection panel should set aside a date and time to interview candidates. The interview process should be conducted by the selection panel which should be appointed by and include the relevant manager or supervisor for the position and at least one other person with knowledge of the position requirements. Where the position is a senior position consideration should be given to inviting a person from outside the business unit or Parish with knowledge or relevant experience of the position to participate on the selection panel.

Where a panel member has a perceived or actual conflict of interest, for example where the applicant is a family member, the panel member must declare the interest. It is up to the panel to decide whether the conflict of interest can be managed and whether the panel member should be disqualified from participating in the selection process.

## **9. Reference Checking**

Reference checks are an essential part of the recruitment process. Reference checking provides an ability to confirm, clarify or question comments the candidate has made during the interviewing process. Candidates should be asked to provide at least two referees who have direct knowledge and experience of their previous work. Preferably, the referees will include a current or recent manager. Referees should be asked about the length of time they worked with the candidate and to provide examples of demonstrated skills and experience, performance, achievements, how they would describe his/her personal values and ability to build relationships with others. If the position involves child-related work, additional child-related work questions may be included in the reference check. Guidance on appropriate questions for referees may be obtained from the Diocesan HR & WHS Manager or relevant agency Human Resources Manager.

## **10. Background Screening**

The Diocesan policies that relate to background screening are contained in the Working With Children Check (WWCC) Policy and National Police History Check Policy (NPHC). It is the responsibility of the employer of the Worker to approve screening prior to commencing the Worker and retain the necessary records. The employer must ensure the WWCC is verified prior to commencement of child related work. The Diocese recommends all preferred applicants (both paid and unpaid positions) provide a NPHC prior to commencement, as part of the pre-employment/engagement screening process.

## **11. Appointment**

To authorise the commencement or transfer of an internal employee, the Manager must notify the Diocesan HR & WHS Manager or relevant agency Human Resources Manager and provide confirmation of approval to recruit. The Manager should ensure that all recruiting documents are completed and returned to the Diocesan HR & WHS Manager or relevant agency Human Resources Manager for filing.

## **12. Notifying Unsuccessful Applicant**

Once the successful candidate has accepted the position by signing and returning the offer of employment, unsuccessful candidates should be notified that their application has not been accepted and thanked for applying. Applications from unsuccessful applicants should be securely destroyed unless the Diocese has obtained the applicants permission to retain their application. Retaining applications is recommended where an unsuccessful applicant might be considered for another or upcoming roles.

## **13. Induction**

Induction is important for new Workers and for those Workers transferring into different roles within the Diocese. A good induction process ensures the smooth transition to the new role and assists them to become

comfortable in their new workplace and able to undertake the functions of the role as quickly as possible. It is also a significant factor in improving new Worker retention rates.

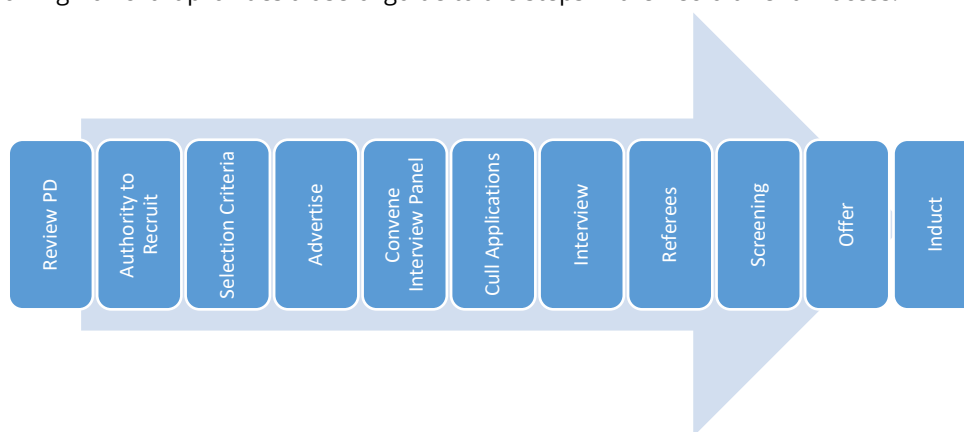
Worker induction is the responsibility of the immediate supervisor of the new or transferring member of staff. An induction checklist should be used by immediate supervisors of new staff. Existing Workers transferring to a new/different position in the Diocese may only need to participate in some of the activities included in the Checklist.

#### 14. Records and Correspondence

Once the application process has been completed, unsuccessful applications and any background checks for unsuccessful candidates should be securely destroyed. Applications for unsuccessful candidates can be retained provided the Diocese has first obtained the consent of the unsuccessful candidate to retain their application.

#### 15. Recruitment Flowchart

The following flowchart provides a useful guide to the steps in the Recruitment Process:



### BREACHES OF THIS POLICY

Breaching this Policy may result in disciplinary action, which may include the termination of employment or engagement and, notification to external agencies including without limitation professional standards associations, regulatory agencies and police.

### REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
1 May 2020	1	Recruitment Policy	Initial Policy	15 June 2020	1 July 2020
16 Nov 2020	2	Recruitment Policy	Minor change	16 Nov 2020	16 Nov 2020

### APPROVAL DATE/ REVISION HISTORY

Approved by: Bishop Gregory Homeming

Date: 15 June 2020

To be revised: 1 July 2023