



TASMANIAN
CATHOLIC
education commission

RECRUITMENT AND SELECTION POLICY

Policy No. 05:2015

TABLE OF CONTENTS

1 AUTHORITY AND APPLICATION.....3

2 RELATED DOCUMENTS.....3

3 DEFINITIONS4

4 PURPOSE7

5 POLICY.....7

 5.1 Non-Discriminatory and Equitable7

 5.2 Merit-based.....7

 5.3 Fair and Ethical.....7

 5.4 Impartial.....8

 5.5 Confidential.....8

 5.6 Child Safe8

6 COVERAGE8

7 REQUIREMENTS AND ACCOUNTABILITIES.....8

8 BREACH OF POLICY8

1 AUTHORITY AND APPLICATION

Date of approval	4 November 2016
Source of approval	Tasmanian Catholic Education Commission
Start date	9 August 2016
Date of review	9 August 2019
Date of amendments	Not Applicable
Previous policies replaced by this Policy	Recruitment, Selection and Appointment of Archdiocesan School Principals dated Feb 2006 Recruitment, Selection and Appointment of Staff dated Nov 2008

SIGNED:



Chair of the TCEC

DATE:

4 August 2016

2 RELATED DOCUMENTS

This Policy should be considered in conjunction with the following related documents:

TCEC Policies and Procedures	<ul style="list-style-type: none">• Child Safe Code of Conduct• Child Safe Organisation• Code of Conduct for Employees• Fitness for Work• Policy Terms, Definitions and Interpretation• Working With Vulnerable People
AoH Policies	<ul style="list-style-type: none">• Pre-Employment Screening• Working With Vulnerable People
Applicable Laws	All laws in connection with the carrying out of work or the Workplace including: <ul style="list-style-type: none">• <i>Age Discrimination Act 2004 (Cth)</i>• <i>Anti-Discrimination Act 1998 (TAS)</i>• <i>Australian Human Rights Commission Act 1986 (Cth)</i>• <i>Disability Discrimination Act 1992 (Cth)</i>• <i>Fair Work Act 2009 (Cth)</i>• <i>Racial Discrimination Act 1975 (Cth)</i>• <i>Registration to Work with Vulnerable People Act 2013 (TAS)</i>• <i>Sex Discrimination Act 1984 (Cth)</i>
Industrial Instruments	<ul style="list-style-type: none">• Tasmanian Catholic Education Single Enterprise Agreement 2015

3 DEFINITIONS

The TCEC document “Policy Terms, Definitions and Interpretations” defines a number of terms used in this document and should be referred to in conjunction with this policy.

Please note for the purposes of this Policy, any reference to:

- **Applicant Data** is any document or evidence provided by, or on behalf of, an applicant, that may include: application form, curriculum vitae, documentation in support of application, Evidentiary Requirements, Pre-employment Screening, attestation/disclosure (where called for), and any other information collected at interviews, assessment enhancement options and from referees
- **CET** is Catholic Education Tasmania; the totality of all Schools, Governance and School-support enterprises operating in the Archdiocese of Hobart

Document:	Date of commencement:	Page Reference:
Recruitment & Selection Policy	9 August 2016	Page 4 of 8

- **CTC** is the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart
- **Child-connected Work** is any Regulated Activity or other work authorised by the School and performed by a Worker in a School Environment while Children are present or reasonably expected to be present
- **Child Safe** is a safety-oriented approach to providing for the care and protection of Children in an environment and manner that maximises their opportunities to grow, learn and reach their potential
- **Cultural Fit** is the degree to which a person's norms and values are compatible with those of CET
- **Employee** is a person employed by an Employer
- **Employer** is either:
 - CTC; or
 - Trustees of the Christian Brothers as Trustees for Edmund Rice Education Australia (for St Virgil's College and Hobart Flexible Learning Centre); or
 - Provincial Salesians of Don Bosco Asia-Pacific (for Dominic College)
- **Evidentiary Requirements** means, where applicable:
 - (i) valid Working With Vulnerable People (WWVP) registration;
 - (ii) current and satisfactory National Police Criminal History Check (NPCHC);
 - (iii) essential qualifications and accreditations;
 - (iv) other licensing or registration requirements;
 - (v) evidence of right to work in Australia.
- **FCE** is Functional Capacity Evaluation; an assessment used to assess Fitness for Work for specific role requirements to ensure that a role will not cause or aggravate any existing injury or disease to an applicant
- **Fitness to Work** is the ability of a Worker to meet the essential requirements of their position and capacity to undertake the inherent requirements of their role in a safe, efficient and productive manner
- **Governance** refers to the various authority structures, decision-making processes and lines of accountability and responsibility that pertain to any Catholic School or School-support enterprise operating in the Archdiocese of Hobart
- **Hiring Manager** is the person delegated with the responsibility of filling a role
- **Job Fit** is the degree to which a person's skills, experience and capabilities enable them to undertake a role
- **Motivational Fit** is the degree to which a person finds a role's activities and responsibilities satisfying

Document:	Date of commencement:	Page Reference:
Recruitment & Selection Policy	9 August 2016	Page 5 of 8

- **Pre-Employment Screening** is screening used to determine an applicant's ability to undertake a role that may include FCE, psychometric testing and/or assessment centre methodologies and techniques
- **Regulated Activity** is any activity or service which involves Children as defined in *Registration to Work With Vulnerable People Regulations Act 2014* (TAS)
- **School** includes any Systemic School or College, Archdiocesan College or Congregational School or College
- **School Environment** is any physical or virtual place made available or authorised by a School for use by Children during or outside School hours, that includes:
 - (a) School grounds, including all campuses;
 - (b) online School environments, including email, intranet systems and Social Media platforms; and
 - (c) other locations provided by the School for a Child's use, including locations used for School Activities and School Events
- **Student** is a person enrolled at a School
- **TCEC** is the Tasmanian Catholic Education Commission, an entity with delegated responsibility from the CTC for oversight of CET in accordance with its Constitution
- **TCEO** is the Tasmanian Catholic Education Office, the operational arm of the TCEC that provides professional support, administrative services and guidance to all Schools

Document:	Date of commencement:	Page Reference:
Recruitment & Selection Policy	9 August 2016	Page 6 of 8

4 PURPOSE

The aims of this Policy are to:

- (a) attract, select and retain suitable and high quality Employees who:
 - (i) are highly competent, motivated and willing to contribute to the delivery of optimum learning outcomes and life opportunities for Students;
 - (ii) demonstrate a commitment to, and attitudes and attributes that are consistent with Catholic tenets, beliefs, teachings, principles and practices; and
 - (iii) are suitable to work in CET as a Child Safe Organisation;
- (b) build CET capability for the future;
- (c) provide a reference and framework for the:
 - (i) TCEC Recruitment and Selection Procedures for Principals
 - (ii) TCEC Recruitment and Selection Procedures for Employees; and
- (d) operate in conjunction with Applicable Laws and Related Documents.

5 POLICY

The TCEC acknowledges that achievement of its mission and securing its values depends on the recruitment, selection and retention of a skilled and committed workforce.

The TCEC is committed to creating an ethical foundation on which consistent recruitment and selection decisions are made.

5.1 Non-Discriminatory and Equitable

The TCEC requires Schools, Governance and the TCEO to practice the principles of equal opportunity and anti-discrimination, consistent with legal obligations and the TCEC's mission and concern for social justice and equity.

5.2 Merit-based

The TCEC requires Schools, Governance and the TCEO to comparatively assess Applicant Data and select on merit after consideration of each applicants':

- (a) ability to undertake the role, taking into consideration:
 - (i) Job Fit,
 - (ii) Motivational Fit,
 - (iii) Cultural Fit, and where applicable
 - (iv) Fitness to Work;
- (b) suitability to work in a Child Safe School Environment if the role involves Child-connected Work; and
- (c) commitment to TCEC and School/Workplace mission, vision and values.

5.3 Fair and Ethical

The TCEC requires Schools, Governance and the TCEO to exercise procedural fairness at all stages of a recruitment and selection process, including requirements such as:

- (a) having evidence to justify a decision;

Document:	Date of commencement:	Page Reference:
Recruitment & Selection Policy	9 August 2016	Page 7 of 8

- (b) taking all relevant considerations into account;
- (c) not taking irrelevant considerations into account; and
- (d) observing natural justice at all times.

5.4 Impartial

The TCEC requires Schools, Governance and the TCEO to assess Applicant Data in an impartial manner, and to minimise and effectively manage any conflicts of interest, whether real or perceived.

5.5 Confidential

The TCEC requires Schools, Governance and the TCEO to maintain confidentiality throughout the process. All Applicant Data must be stored securely and should not be discussed or disclosed beyond the selection panel, with the exception of any designated administrative/HR support who may have access to aspects of Applicant Data necessary to undertake their role.

5.6 Child Safe

The TCEC requires Schools, Governance and the TCEO to practice Child Safe protocols when selecting and appointing people to roles that involve Child-connected Work.

6 COVERAGE

- (a) This Policy covers and applies to Schools, Governance and the TCEO, as well as any Worker or Other Person appointed/engaged/assigned to undertake recruitment and selection for CET.
- (b) The Trustees of the Christian Brothers as Trustees for Edmund Rice Education Australia and the Provincial Salesians of Don Bosco Asia-Pacific will, where appropriate, align their Tasmanian recruitment and selection practices with this Policy and any associated TCEC Recruitment and Selection Procedures.

7 REQUIREMENTS AND ACCOUNTABILITIES

- (a) Schools, Governance and the TCEO must communicate and implement this Policy within their area of responsibility.
- (b) Principals/Managers/Supervisors are required to:
 - (i) ensure effective systems and structures are in place to enable consistent recruitment and selection decisions in accordance this Policy and associated Procedures; and
 - (ii) take steps to ensure that breaches of policy and/or procedure are acted upon in a timely and appropriate manner.
- (c) Any Worker or Other Person assigned to undertake recruitment and selection responsibilities is required to comply with this Policy and associated Procedures.

8 BREACH OF POLICY

Consequences for a breach of this Policy may involve disciplinary action and/or termination of employment or services.

Document:	Date of commencement:	Page Reference:
Recruitment & Selection Policy	9 August 2016	Page 8 of 8