

HR1.2 Recruitment

Purpose

1. To outline the policy for SAVVY's Recruitment approach and processes.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management
2. High Intensity Daily Personal Activities Module
3. Module 2A - Implementing Behaviour Support Plans Module

Legislative Alignment

1. National Disability Insurance Scheme Act 2013

Key Responsible Executive

Chief Executive Officer

For More Support

Your People Manager
People and Culture team

Policy Statement

1. SAVVY's recruitment is fair, transparent, meets the needs of the business and is free from discrimination.

Delegations

Roles	Responsibilities
CEO	<ul style="list-style-type: none">● Endorse and ensure compliance with the HR Policy and Procedure● Be familiar with the organisation's legislative requirements regarding Employment Relations
People and Culture	<ul style="list-style-type: none">● Manage and monitor compliance with this policy● Support people manager competence and compliance with this policy and procedure and related policies

Management	<ul style="list-style-type: none"> ● Comply with this policy and provide support to direct reports in implementing this policy
Staff, volunteers, contractors and students	<ul style="list-style-type: none"> ● Comply with the HR Policy and Procedure

Procedures

1. Recruitment needs
 - a. Recruitment needs are assessed considering three main factors:
 - i. Is there a gap in organisational competency that cannot be filled by training of the current workforce?
 - ii. Is there an employee departure that needs to be filled to meet participant demand?
 - iii. Is a new or additional role required to support or meet business growth?
 - b. All recruitment processes must be agreed to by the Head of Operations, and if the role requires additional headcount, then a business case should be presented to the CEO for approval

2. Recruitment Process
 - a. Once needs are identified, the role requirements should be determined in consultation with the People and Culture team, including:
 - i. Employment details (hours, days, type of contract etc)
 - ii. Determine remuneration or interaction with any industrial instrument
 - iii. Any specific needs of the role which need to be factored into the advertising, interviewing or offer processes
 - iv. Assessing the role needs and requirements (including an assessment of if the role is a risk assessed role)
 - b. Recruitment process will be coordinated by the People and Culture team, with input from the Recruiting Manager, to consider the specific needs of the role, including any:
 - i. advertising;
 - ii. shortlisting and selection;
 - iii. interview preparation and panels;
 - iv. recruitment administration;
 - v. reference and probity checks;
 - vi. offers and onboarding.

3. Sourcing Candidates and Conducting Interviews
 - a. All selection criteria are merit based and are reviewed and monitored by the People and Culture team to avoid unfair discrimination.
 - b. All employees have the opportunity to apply for positions and decisions are based on merit.
 - c. Reasonable adjustments are made to any recruitment practices where requested to ensure that processes are accessible for all.
 - d. All members of Selection Panels are trained in recruitment and in non-discriminatory interviewing to ensure fairness of processes.
 - e. Transparency of feedback is important to all candidates, and for internal applicants is also used to support future development.

4. Suitability assessment for all recruited roles
 - a. SAVVY has identified relevant position-specific qualifications, certifications and/or professional memberships as part of a role requirement. These essential criteria are outlined in the Position Description and any advertising as part of recruitment practices. This may include:
 - i. Valid driver's licence and vehicle insurance
 - ii. First aid certificate
 - iii. Registration with relevant boards and associations
 - iv. Educational / Training Qualifications
 - b. SAVVY also requires standard certifications and probities across all positions, including, but not limited to:
 - i. Primary Identification
 - ii. National Police Check
 - iii. Working with Children Checks
 - iv. NDIS Worker Screening
 - v. Proof of Vaccinations

5. Suitability assessment - Risk Assessed Roles
 - a. In addition to the above, for relevant Risk Assessed roles, SAVVY utilises the NDS Capability Framework as a basis for developing and managing recruitment, performance management and learning and development.
 - b. This framework is supplemented with guidelines by the NDIS relating to High Intensity Daily Needs and Behaviour Support. Capabilities for both specialisations have been outlined (attached) and are incorporated, where the role requires, into:
 - i. Position Descriptions
 - ii. Training and development Plan
 - iii. participant intake assessments and planning (including risk assessments)

References to other SAVVY policies and external sources

1. HR1.1 Human resources
2. Org2.4 Registration and licensing of staff
3. Org2.5 Employment screening
4. CS5.1 Restrictive practices and behaviour support
5. CS6.1 High intensity care

Summary of attachments

1. HR1.2a NDIS Practice standards: skills descriptors (high intensity skills descriptors)
2. HR1.2b NDIS Positive behaviour support capability framework

Version Control

1. 1 April 2023 - New Policy Creation
2. 18 August 2023 - revised responsibilities and process steps