

# Recruitment and selection policy

## Purpose

This document provides a framework for internal and external recruitment. Recruitment processes are professional, fair and equitable in accordance with relevant legislation.

## Scope

This policy applies to all RIDBC employees involved in recruitment activities.

## Policy

This policy discusses recruitment and probity in employment at RIDBC.

## Recruitment

1. RIDBC is committed to selecting employees through fair and equitable recruiting practices.
2. Suitable candidates are identified based on their experience, skills, qualifications and potential.
3. All appropriate vacancies are advertised internally and externally, except in rare circumstances where an internal employee has been identified as the most suitable talent for a position, or when a suitable incumbent is available for a short-term or fixed-term role.
4. Closing dates depend on circumstances and department needs.
5. Internal and external applicants must submit an application form and a current resume. Cover letters are optional.
6. People & Culture arrange all advertising and can advise on the most appropriate strategies.
7. People & Culture and the relevant hiring manager make sure that all recruitment activities and procedures are carried out properly and that documents are obtained and checked in accordance with the RIDBC Recruitment Process.

## Probity in employment

1. Potential RIDBC employees must undertake pre-employment screening assessments.
2. People & Culture and the relevant hiring manager make sure that all pre-employment screening assessments are carried out properly and that documents are obtained and checked in accordance with the RIDBC Recruitment Process prior to commencing employment.
3. Pre-employment screening assessments include but are not limited to the following:
  - a. Pre-employment medical assessment  
Candidates for child facing positions may be required to undergo a pre-employment medical test. The candidate will be notified that this is part of the recruitment process. It is arranged by the candidate and conducted by a medical practitioner. Offers of employment are subject to the results.
  - b. State and NDIS specific worker screening checks  
Candidates for child facing positions or those having access to children's records must obtain a state-relevant working with children check. The working with children check, or state equivalent, must be valid at the time of recruitment and must be renewed every 5 years. It is arranged and paid for by the candidate. In addition, RIDBC will comply with the National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018 and any subsequent amendments.
  - c. Criminal history check  
All candidates must obtain a national criminal history check or equivalent. It must be no older than 6 months at the time of recruitment and must be renewed every 4 years. It is arranged and paid for by the candidate.
  - d. Visa/work status check  
Where required, People & Culture will arrange for a visa/work status check to confirm the candidate's legal right to work. The candidate must provide documentation such as their passport or visa status/confirmation to RIDBC in order to process the necessary check.
  - e. Reference check

The candidate must provide 2 professional references, which must be from the direct managers/supervisors of the candidate. Ideally, at least one reference would come from the candidate's immediate or most recent employment. In the case of internal candidates, the current manager and potential manager will discuss the candidate's work history and performance in accordance with the RIDBC Recruitment Process.

f. Teacher accreditation

Candidates for teaching positions must provide evidence of current teacher accreditation in their relevant state. It is not a requirement of NESAs nor RIDBC for non-school based teachers to be accredited. Itinerant teachers or teacher-consultants who work with Remote Services or School Support Services are not required to hold accreditation. However, they may choose to maintain accreditation on a voluntary basis. This will be the financial responsibility of the candidate. The hiring manager is responsible for verifying teacher accreditation.

g. Professional memberships

Candidates for any health professional position (i.e., therapist) must hold a current professional membership, inclusive of associated costs. They must provide evidence of current membership with the relevant professional association. The hiring manager is responsible for verifying the accreditation.

h. Compliance

Some roles may require certain licenses, statuses, experiences, education or other attributes. These are clearly established in the position description and candidates are made aware when a role is contingent on compliance with these requirements.

### Breaches of this policy

Candidates and RIDBC employees must report any breach or concerns about a breach of this policy to their manager or hiring manager. If they are not comfortable with this, they must report to People & Culture. People & Culture will assess the seriousness of any alleged breaches.