

# Recruitment Policy

## 1. Purpose

The purpose of this policy is to provide a framework for the recruitment process to be voiced and resolved in a fair and transparent manner.

## 2. Scope

This policy applies to:

- a. All employees, volunteers, contractors and interns/work placements of RedR,
- b. RedR deployees, and
- c. Standby personnel/applicants.

## 3. Policy Statement

RedR's recruitment approach reflects our core values, vision and mission. In the achievement of RedR's short and long term strategic goals, it is essential RedR find and attract suitable person upholding merit based recruitment and selection practices.

RedR will conduct pre-employment checks including reference check, police check, and cross reference Australian Government counter terrorism listing.

## 4. Principles

The following principles are reflected throughout the process:

- Designed to ensure the most suitable applicant is chosen for the role
- Transparent
- Timely and efficient
- Effective
- Equitable
- Free from conflict of interest

### 4.1 Ensuring Equal Opportunity

Discrimination in the field of employment is prohibited by State and Commonwealth legislation. Please refer to RedR's Equal Opportunity Policy.

Disability needs to be reasonably accommodated in the workplace. For recruitment purposes, any identified disability requires RedR to consider whether we can reasonably accommodate the disability in the workplace, and to do so if this can be achieved.

As such, the overall merits of an applicant should be considered on the basis that reasonable adjustment will be applied to individuals with an identified disability (i.e. not the assessed ability without this adjustment).

## **5. Procedures**

### **5.1 Internal and External Recruitment**

Prior to any recruitment activities, any requests for the role, ongoing or fixed term, evaluation of the need must be undertaken against RedR's strategic plan, operational plan and budget. A position description or TOR must accompany each job vacancy.

Vacant roles may be advertised internally or externally, or both. 'Internal' means RedR office staff and unpaid interns. It excludes personnel on the RedR Standby Register or personnel on deployment under RedR International Emergency Response. Employees are encouraged to speak to their direct manager before applying to a job opportunity.

Job vacancies 3 months or longer are to be advertised (internally and/or externally). RedR reserves the right to make an appointment to the role if the job vacancy:

- is shorter than 3 months; or
- requires highly specialised expertise

The Recruitment process including interview, selection, reference check, police check, and offer, should be conducted in consultation with HR.

### **5.2 Deployments under RedR International Emergency Response**

RedR office based staff who wish to apply to a deployment are encouraged to first speak to their manager before applying to an opportunity. To be eligible, the individual must complete at least 12 months of continuous service and meet requirements under RedR's Humanitarian Roster within the International Emergency Response service. The approval process of leave without pay and leave without absence will occur and approved by SMT.

In addition to the leave of absence provisions, the following are guidelines to grant such an absence to a staff member:

- The skill, knowledge or experience required by the organisation
- Performance of the individual including demonstration our of values
- The learning and development for the individual
- Impact on the team or team's deliverables
- Organisational capacity to accommodate the absence
- Any financial impact upon the arrangements.
- Arrangements are no longer than 3 months. Any extension will be treated on a case by case basis.

In circumstances where salary of the employee is higher than the salary offered under IER deployment, RedR may choose to top up the salary of the employee with the following conditions:

- Employee must have completed 12 months continuous service
- Where funding permits
- Whether the deployment has a strong development connect to their role

- RedR will hold discretionary rights to top up in full or by a percentage or a nominal amount.

## 6. Responsibilities & Reporting

The RedR HR manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and / or Red requirements/strategies/values,
- Is implemented and monitored, and
- Is reviewed to evaluate its continuing effectiveness

## 7. Related policy and documents

- EEO, Anti-Discrimination, Anti-Harassment, and Bullying Policy
- Grievance Policy
- RedR Staff Terms and Conditions
- RedR Deployee handbook
- Code of Conduct

## 8. External Resources

Best practices resources can be obtained from the following sources:

Fair Work Ombudsman	13 13 94	<a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a>
Australian Human Rights Commission	1300 656 419	<a href="http://www.hreoc.gov.au">www.hreoc.gov.au</a>
WorkSafe Victoria	1800 136 089	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
VECCI	03 8662 5333	<a href="http://www.vecci.org.au">www.vecci.org.au</a>
AHRI	03 9918 9200	<a href="http://www.ahri.com.au">www.ahri.com.au</a>

## 9. Document control

<b>10. Reviewed by:</b>	P&C Manager
<b>Approved by:</b>	CEO
<b>Review date:</b>	6 <sup>th</sup> July 2018
<b>Next review:</b>	8 <sup>th</sup> March 2019
<b>Distribution:</b>	Internal
<b>Version number</b>	1.0