

# RECRUITMENT AND SELECTION POLICY

**POLICY:** Recruiting the right employees is a crucial component of creating the workforce Ports North (PN) needs to achieve its organisational objectives. PN is committed to maintaining a balance between external recruitment and offering development opportunities for staff.

**DEFINITION:** The purpose of this policy is to facilitate the recruitment and appointment of appropriately skilled or have potential to acquire skills and qualified employees who can contribute positively to PN's objectives, values and culture.

This policy incorporates the principles of equal employment opportunity to ensure that the most capable person is selected for a position on the basis of merit and without regard to factors such as a person's sex (including pregnancy), sexual preference, transgender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, age, political conviction or religious belief.

Notwithstanding this PN is committed to contributing to the social and economic prospects of Indigenous people and have an Indigenous Employment Strategy aimed at providing opportunities for Aboriginal and Torres Strait Islander people to participate in the wider workforce.

All recruitment and selection processes are to be undertaken in accordance with PN's Information Privacy Policy.

**APPLICABILITY:** All Employees

**PROCEDURES/  
GUIDELINES** PN follows a four stage recruitment and selection process for tenure and fixed-term staff appointments:

- 1) Vacancy;
- 2) Applications and short-listing;
- 3) Selection
- 4) Appointment
- 5) During Employment

**1) *Vacancy***

Prior to any recruitment process management will undertake a review of the vacant position and determine if the position is required or if any changes associated with the position are needed.

A position summary, including a statement of key accountabilities and selection criteria must be developed for a vacant position that is authorised to be filled. This is essential to inform candidates about PN's expectations and is the key to making an objective selection based on merit against clearly defined requirements. Selection criteria should consist of the critical skills, knowledge, qualifications, experience and attributes required for competent performance.

All vacant positions will be advertised externally and internally to ensure it attracts the most appropriate pool of suitably qualified applicants and recognises the value of providing development opportunities for existing staff.

Internal advertising of vacancies will be via e-mail circulated to all staff, PN's intranet and relevant notice boards. External advertising will be designed in a way to reach the optimal pool of potential applicants. In most cases mainstream and web-based press will be chosen; in other cases, search firms, professional publications, or professional associations will be chosen.

## **2) Applications and Short-listing**

PN seeks to treat all candidates equitably, with respect and courtesy. This includes acknowledging receipt of job applications and advising unsuccessful candidates as soon as possible once a short-list of candidates has been agreed.

For all advertised positions there will be a short-listing process where the selection panel members consider each of the applications in terms of the key selection criteria. Panel members will agree the reasons for which applicants have not been short-listed.

Selection panel members must seek to be objective and to maintain the equity and confidentiality of the selection process.

## **3) Selection**

The selection process seeks to identify the best candidate on merit. Selection panels must ensure there is no discrimination on grounds unrelated to the requirements of the position.

Interviews will be conducted with all short-listed applicants using structured behavioural based questions which address the key selection criteria. Each selection criteria is scored accordingly by all panel members and at the conclusion of the interview an overall score for the applicant is agreed.

Reference checking on preferred candidates is mandatory and is to be carried out by the Manager, to whom the position reports, or Corporate Services. Two verbal references are required as a minimum and a written record of the discussions is to be completed.

Reference checking for Senior Executive positions will include security and probity screening in accordance with the Governance Framework for Chief and Senior Executives in Government Owned Corporations.

Where relevant, evidence of certificates/qualifications must be obtained prior to any selection decision being made.

## **4) Appointment**

When all selection processes have been finalised, the selection panel will make a recommendation to appoint a suitable applicant. A written recommendation complete with all supporting documentation will be submitted to the Chief Executive Officer for approval.

The Chief Executive Officer will approve the permanent and temporary appointment of all staff other than Direct Reports to the Chief Executive Officer. Employment terms and conditions will be in accordance with PN's Enterprise Agreements.

Employment will be offered in writing using Ports North's standard Letter of Appointment which includes confidentiality arrangements and the requirements for Ports North's policies and procedures. The prospective employee must sign their agreement to comply with the terms and conditions included in the Letter of Appointment. This signed letter is retained on the employee's personnel file.

Prior to commencement of employment the prospective employee will be required to undertake a drug screening test.

The Chief Executive Officer and Senior Executives will be appointed by the Board of Directors with the prior written approval of the shareholding Ministers required for the Chief Executive Officer appointment only.

The Board can make temporary appointments up to six months for Chief and Senior Executive positions. For periods greater than 6 months positions are to be filled as per the requirements for permanent appointment.

## 5) *During Employment*

### **Employee Induction**

Corporate Services in consultation with the relevant manager will conduct an Induction Program for all new employees. The induction program will include training and awareness of relevant policies and procedures.

### **Probation Period**

All new employees will be employed on a 3 month probationary period. This period shall enable the employee to undergo initial training and enable Ports North to assess the employee's performance and suitability for the position. In agreement with the employee probation period may be extended for a further 3 months if further assessment is required. Employees will be provided with feedback on their performance throughout the probationary period.

<b>APPROVED BY:</b>	Board of Directors	<b>DATE:</b>	9 March 2012
<b>APPROVING AUTHORITY</b>	HR Committee		
<b>DELEGATION INSTRUMENT</b>	Board Resolution – 28 May 2010		
<b>CUSTODIAN:</b>	General Manager Corporate Services		
<b>COMMENTS:</b>	Reviewed by the Human Resources Committee – 7 March 2014 Reviewed by the Human Resources Committee – 16 March 2016 Reviewed by the Human Resources Committee – 1 March 2018		