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What this policy aims to do	Ensure that MASS recruits new employees based on merit, using a fair and transparent process
Who this policy applies to	The Director and managers responsible for recruitment, selection and appointment of staff as well as new staff commencing in a role with the organisation
Who is responsible for carrying out this policy	The Director and managers responsible for recruitment, selection and appointment of staff
What words used in this policy mean	<p><i>'Recruitment'</i> is the process of attracting, selecting and appointing suitable people for roles within an organisation</p> <p><i>'Police check'</i> is a background check that is undertaken by the police to ascertain if the person has any prior record of illegal or inappropriate behaviour that makes them unsuitable or too high a risk for working with vulnerable people and/or children</p> <p><i>'Working With Children'</i> check is a mandatory Victorian Government check for all people involved in child related work</p> <p><i>'Disability Worker Exclusion Scheme'</i> (DWES) collects, stores and uses information about people who are unsuitable to work with clients in DHHS Disability Services</p> <p><i>'Victorian Register of Sexual Offenders'</i> lists people who have been convicted of a sexual offence and are not permitted to be employed in child related work.</p>

Legislation this policy is based on	National Disability Service Standards Victorian Human Services Standards Child Safe Standards Victorian DHS Workforce Capability Framework NDIS Safety Screening Policy for registered NDIS providers operating in Victoria Child, Youth and Families Act 2005
Other relevant policies	

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	29/5/2018	D Stephenson		Format update
1.2	01/10/2018	C Trenfield	S. Reeves	Content update
1.3	15/6/2020	D Stephenson		Annual Review, added COI requirement, added International Police Check requirements
1.4	21/07/2020	C Trenfield	S. Reeves	Added to Induction NDIS Worker Orientation Module from the NDIS Quality and Safeguards Commission site

Recruitment Policy

The purpose of recruitment is to select the best person for a position. MASS will recruit new employees based on merit, using a fair and transparent process.

As far as possible this will take into account the preferences of service users and families.

MASS is an Equal Opportunity Employer and will not discriminate against any applicant for a position, transfer or promotion on the grounds of gender, race, disability, family structure, sexual orientation, religion or any other characteristic is not relevant to an ability to do the job.

A Position Description describes the inherent requirements of the position to be performed. Selection Criteria describe the qualifications, competencies skills, knowledge and experience, required to perform the inherent requirements of the position. Selection Criteria therefore form the basis of assessment of an applicant's capability to perform the inherent requirements of the position through the short-listing, interview and referee checking process.

MASS will make all job offers in writing, outlining the job, conditions of employment and remuneration - this offer is subject to satisfactory screening and checks and the candidate completing a form detailing any existing illness/injury.

MASS uses appropriate safety screening processes in staff recruitment, selection and employment. Every person who is in direct contact with people supported by MASS, or who is a direct manager of these services, will be subject to a rigorous assessment of their suitability to ensure the rights and safety of service users, especially children, are upheld and protected.

Recruitment Procedures

Staff recruitment and selection

- ☑ MASS will not discriminate against any applicant for a position, transfer or promotion and will always fill vacancies by appointing the person whose skills most closely match the skills needed for the job, based on the position description and selection criteria
- ☑ When a position needs to be filled, the direct manager will review the position description and make any changes they think are needed, and agree on the selection criteria to be used
- ☑ When a position needs to be filled, MASS will review the position description to ensure it is consistent with the relevant award and remuneration
- ☑ MASS will give the same position description and selection criteria to all potential applicants
- ☑ Advertise the position with a clear closing date and guidance for applicants (e.g. covering letter, CV, response to selection criteria)
- ☑ Multiple positions can be filled through one recruitment process where this is appropriate and efficient
- ☑ All positions will be advertised in the most appropriate media to ensure MASS is able to consider a wide field of applicants
- ☑ All advertised positions will include a statement about MASS being an equal opportunity employer and its commitment to upholding the rights and safety of all service users
- ☑ After the closing date, applications will be reviewed against the selection criteria to select the most suitable candidates to be interviewed. MASS will always interview, preferably face-to-face, even if there is only one suitable candidate
- ☑ All candidates invited to interviews will be required to complete an Employment Application form
- ☑ All interviews will involve at least two MASS people, usually human resources and the position's direct supervisor. Specialist advice will be sought from advisors where specialist expertise is required, e.g. Aboriginal and cultural advisors, specialist educators, behaviour specialists
- ☑ Interview questions will be based on the position description and selection criteria only
- ☑ When interviews have been completed, the Director will decide if second interviews are needed, if they need to advertise again or they are ready to appoint
- ☑ At least two referees will be contacted to assess the quality of the applicant's previous experience
- ☑ Verify qualifications where it is critical to the role
- ☑ Contact the successful candidate by phone to make a preliminary offer – discuss salary, conditions, probationary period, starting date and the required checks (see over page)
- ☑ Confirm the offer in writing, outlining the job, conditions of employment and remuneration

- ☑ Both on the phone and in writing, explain that the offer is subject to a satisfactory police screening and working with children checks

Safety screening

- ☑ Ensure the required checks and any other background screening occurs prior to the new employee commencing in the position. Screening should include: Working With Children, National Police Check, Disability Worker Exclusion Scheme, Victorian Register of Sexual Offenders
- ☑ MASS will not employ any person who:
 - does not have a valid Working With Children card;
 - refuses to undergo a Working With Children check;
 - doesn't pass the DHS Carer Registration check (for applicable roles);
 - is listed on the Disability Worker Exclusion data base; and/or
 - is on or has a pending charge on the Victorian Register of Sexual Offenders
- ☑ On offer of employment, the candidate must complete a Victorian Police check (MASS will reimburse for this). MASS will outline to anyone being screened that their police check will be strictly confidential, except that MASS must inform DHHS about any disclosable record if MASS chooses to employ the person in any capacity
- ☑ An International Police Check is required for candidates who have lived overseas for 12 months or longer during the past 10 years. In extenuating circumstances where an International Police Check may not be possible, character references must be conducted with a number of individuals who personally knew the candidate while they resided in the foreign country.
- ☑ A person applying for employment will be asked, and they are required by law, to state if they have a pending charge for a registrable offence.

Commencement

- ☑ When the candidate accepts the job, they will agree on a starting date with their supervisor, again subject to safety screening as outlined above
- ☑ Complete a Conflict of Interest declaration
- ☑ All positions are subject to a probationary period during which time the suitability of the employee will be assessed
- ☑ An employment contract or agreement should specify the probationary period that applies and also any conditions of employment such as:
 - A requirement that employees must not engage in outside employment without the approval of MASS
 - An expectation that staff will seek authorisation from their supervisor or Director regarding any conflict of interest that may arise from involvement with any external committees, project teams or focus groups

Induction

- ☑ MASS will give all staff a suitable induction program in their first week with MASS

- ☑ Induction will cover:
 - The person's main job responsibilities
 - Conditions of employment, including working hours
 - An overview of the organisation
 - Policies and procedures
 - Meetings with relevant people and visits to relevant buildings
 - Workplace health and safety and Child Safety guidance, and directions for identifying and responding to incidents, complaints and suspicions of mistreatment, abuse, neglect and exploitation
 - NDIS Worker Orientation Module from the NDIS Quality and Safeguards Commission site
 - Respect for all MASS service users
 - Zero tolerance of abuse and total commitment to the physical, sexual and cultural safety of MASS service users
 - Mandatory reporting of any incidents of physical or sexual assault of a child or adult using MASS services.
- ☑ As part of the induction process new employees are invited to identify further training they might need in order to fully understand and implement MASS policies.

Family and personal relationships

- ☑ MASS may employ people who have family or personal relationships with an existing member of staff; however, the following guidance must be followed:
 - Complete a Conflict of Interest declaration
 - Individuals may not work under the direct administration of the family member
 - They may not supervise or evaluate a family member
 - The relationship must not create an adverse impact on productivity or performance
 - They may not be involved with appraising or reviewing the individual's work
 - The senior staff member is not to have sole responsibility for any decision-making process regarding wages, classification or rostering of the relative.