

DOCUMENT ID	HR-DC-PO-01
APPLICABLE TO	The whole of the Diocese of Maitland-Newcastle including: <ul style="list-style-type: none"> <li>• The Diocese of Maitland-Newcastle Catholic Schools Office;</li> <li>• Catholic Schools within the Diocese of Maitland-Newcastle;</li> <li>• St Nicholas Early Education;</li> <li>• Catholic Development Fund;</li> <li>• CatholicCare Social Services Hunter Manning;</li> <li>• Zimmerman Services; and,</li> <li>• Development and Relief Agency.</li> </ul>
DOCUMENT OWNER	Head of Human Resources
APPROVAL DATE	October 2018
APPROVED BY	Chief Executive Officer
LAST REVIEW DATE/S	October 2018
NEXT REVIEW DATE	October 2021
RELATED DOCUMENTS	CSO and Schools Merit Selection Procedures Equal Employment Opportunity Policy

## Purpose

The whole of the Diocese of Maitland-Newcastle is committed to the delivery of services consistent with the Principles and Standards detailed in the resource *Integrity in the Service of the Church* and ensuring that persons recruited meet the professional and service standards expected.

Fundamental to the provision of services are recruitment and selection processes that ensure the appointment of quality persons to conduct services on behalf of the organisation. It is also imperative that the employee is aligned with the Catholic values of the Church and individual agency values.

## Policy Statement

The Diocese of Maitland-Newcastle is committed to the implementation of standardised recruitment processes, to attract the best candidates.

Diocese of Maitland Newcastle	HR-DC-PO-01 Recruitment and Selection Policy	Page 1 of 3
Issue Date: March 2016	Review Date: October 2021	Document Owner: Head of Human Resources
Related Policy	Related Procedure	

## Scope

This policy applies to all recruitment of paid employees of the whole of the Diocese of Maitland-Newcastle.

Variances to this policy will exist for the recruitment of volunteers and student placements involving a subset of processes applied to the recruitment of paid employees.

This policy does not apply to the selection of contractors – please refer to the Workplace Health and Safety Management System.

## Definitions

Diocese of Maitland-Newcastle means the whole of the Diocese of Maitland-Newcastle including:

- The Diocese of Maitland-Newcastle Catholic Schools Office;
- Catholic Schools within the Diocese of Maitland-Newcastle;
- St Nicholas Early Education;
- Catholic Development Fund;
- CatholicCare Social Services Hunter Manning;
- Zimmerman Services; and
- Development and Relief Agency.

**Employee** means a person who is employed in a paid capacity to conduct services on behalf of Diocese of Maitland-Newcastle.

**Standardised Recruitment Practices** for Employees means for the purposes of this policy the following processes:

- electronic recruitment file established
- position description defined including selection criteria
- advertising of vacancy internally as a minimum and externally when required
- recruitment panel convened
- suitability assessed against selection criteria
- standardised interview questions
- records of interview retained
- referee checks retained
- probity checks conducted (where required depending on the role)
- letter of Offer/Appointment notice issued
- eligibility List created where appropriate

## Policy Context

The policy should be read in conjunction with the Equal Employment Opportunity Policy and the relevant agency procedure.

## Responsibilities

All managers and employee engaged in the recruitment process are responsible for compliance with this policy.

Diocese of Maitland Newcastle	HR-DC-PO-01 Recruitment and Selection Policy	Page 2 of 3
Issue Date: March 2016	Review Date: October 2021	Document Owner: Head of Human Resources
Related Policy		Related Procedure

The Head of Human Resources is responsible monitoring compliance with the policy.

## Legislative/Professional Guidelines

*Age Discrimination Act 2004*

*Disability Discrimination Act 1992*

*Racial Discrimination Act 1975*

*Sex Discrimination Act 1984*

*Australian Human Rights Commission Act 1986*

*Anti-Discrimination Act 1977*

Diocese of Maitland Newcastle	HR-DC-PO-01 Recruitment and Selection Policy	Page 3 of 3
Issue Date: March 2016	Review Date: October 2021	Document Owner: Head of Human Resources
Related Policy		Related Procedure