



Employee Recruitment

Australian Education Union ACT Branch Policy

Policy Number	POL055	Version	2.0
Last Reviewed	10/03/2021	Next Review	10/03/2024

PURPOSE

The purpose of this policy is to identify the process by which Union employees will be recruited.

POLICY

The Union will ensure that it attracts the best available employees by:

- Advertising vacant positions as widely as necessary.
- Providing clear and accurate information to applicants.
- Making available to all applicants a current position description.
- Ensuring consistency in the treatment of every applicant.
- Assessing all potential candidates according to their skills, knowledge, qualifications, and capabilities.

RESPONSIBILITIES

Branch Executive, on the recommendation of its Human Resources Committee, is responsible for making decisions regarding the staffing structure of the union.

It is the responsibility of the Branch Secretary to ensure that employees and members are aware of this policy.

Branch Executive delegates the appointment of employees to the Branch Secretary.

It is the responsibility of the Business Manager to:

- oversee the recruitment process;
- oversee development and maintenance of position descriptions; and
- oversee recruitment documentation and compliance.

PROCEDURES

1) Advertising & Applications

- All vacancies will be advertised internally to current employees and in any other forums the Branch Secretary identifies as appropriate.
- Advertisements will run for a minimum of two weeks.
- All applicants will be required to provide a CV and a response to the key selection criteria by the closing date identified in the advertisement.
- Applicants who possess the required skills, qualifications and work-related experience will be interviewed for the position in accordance with the procedures detailed below.

2) Recruitment of Professional Officers

- For appointments of greater than six months, a recruitment panel of at least three members including the manager of the position being recruited, an appointed member of Branch Council and an appointed member of the Branch Executive will be formed to conduct the recruitment process for professional officers.



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- The Branch Council and Branch Executive members will be drawn from a list of nominees appointed by Branch Council and Branch Executive at their first meeting of each calendar year.
- The membership of the panel must be approved by the Branch Secretary.
- The panel must contain no more men than women.
- The Union is interested in ensuring rank and file members are prioritised for professional officer vacancies. Hence, an understanding of issues affecting public educators will be a desirable capability reflected in the key selection criteria of every professional officer position description.
- Applications will be screened by the panel against the position description so that assessments can be made of their suitability for the specific role.
- The panel may choose to conduct interviews with applicants identified as suitable.
- Once the interview process is finalised, the panel will make a recommendation to the Branch Secretary. A verbal offer will be made to the successful applicant by the Branch Secretary.
- If the verbal offer is accepted, then the Business Manager will prepare a written letter of offer for the successful applicant and all unsuccessful interviewed applicants will be notified.
- If the successful applicant is an existing officer of Branch Executive or Branch Council, the letter of offer will include a condition that the applicant will resign from their office prior to commencing employment.

3) Recruitment of Administrative Employees

- A recruitment panel of at least three members including the Business Manager, a member of the Human Resources Committee and another relevant staff member will be formed to conduct the recruitment process for administrative positions.
 - The membership of the panel must be approved by the Branch Secretary.
- Applications will be screened by the panel against the position description so that assessments can be made of their suitability for the specific role.
- The panel may choose to conduct interviews with applicants identified as suitable.
- Once the interview process is finalised, the panel will make a recommendation to the Branch Secretary. A verbal offer will be made to the successful applicant by the Branch Secretary.
- If the verbal offer is accepted, then the Business Manager will prepare a written letter of offer for the successful applicant and all unsuccessful interviewed applicants will be notified.
- If the successful applicant is an existing officer of Branch Executive or Branch Council, the letter of offer will include a condition that the applicant will resign from their office prior to commencing employment.

4) Screening Applicants

- Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.
- References will be checked to provide relevant information to the panel as required by the Branch Secretary or the manager.



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- Transcripts, qualifications, publications and other certification or documentation may be validated as required.
- Any checks that may form part of the selection process must be conducted prior to issuing an offer of employment.

5) Conflict of Interest

Any member of a recruitment panel who identifies a candidate as a related party (as defined in the *Fair Work (Registered Organisations) Act 2009*) shall declare this to the Branch Secretary who will make a decision about their involvement on the panel.

6) Documentation

The Business Manager will be responsible for maintaining the records of recruitment activities in accordance with the policy *Records Management - POL048*.

7) Use of Recruitment Consultants

Where it is deemed appropriate by Branch Executive external recruitment consultants may be used.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.