

Staff Recruitment, Selection and Appointment Policy

OVERVIEW

Ashburton Community Centre exists to:

- a) encourage a sense of belonging to the wider community by providing a welcoming and inclusive environment where people can come to develop their interests and skills
- b) be responsive to the needs of our community by developing and providing a program of classes and activities that enhance health and social wellbeing

INTRODUCTION

Ashburton Community Centre aims to attract, select, appoint and retain quality staff.

STATEMENT

Our recruitment practices are:

- fair, equitable, respectful, transparent, consistent and confidential;
- aligned with the goals, objectives and values stated in the Centre's Strategic Plan;
- encouraging of applications from the widest pool of candidates meeting the selection criteria;
- timely and responsive to Centre needs and,
- compliant with legislative requirements and obligations

Selection will be based on merit, which is determined through:

- an assessment of an applicant's qualifications and experience;
- standard of work performance and,
- personal qualities relevant to the requirements for the position and relative to the credentials and attributes of other applicants

Once the selection decision is made, all applicants will be informed and an offer of employment will be made to the successful applicant.

There is to be a period of probation appropriate to the appointment. The purpose of a probationary period is to provide:

- a period of orientation and training and,
- an opportunity to assess the employee's aptitude and capacity to perform in the role

Any appointment is subject to a minimum employment period in accordance with the Fair Work Act. The terms and conditions of employment are set out in the Neighbourhood Houses and Adult Community Education Centres Collective Agreement and the policies of Ashburton Community Centre.

Related documents

- Staff Recruitment procedures