

# GBWCT POLICY



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## STAFF RECRUITMENT, SELECTION AND INDUCTION POLICY

This policy sets out the process for recruiting new members of staff to the Golden Bay Work Centre Trust. It also sets out the entitlement of new employees to a comprehensive induction to the Workcentre.

### 1.0 Purpose

The Golden Bay Workcentre Trust (GBWCT) is committed to delivering quality programmes for our clients and participants. One of the ways it does this is by ensuring that all personnel, whether voluntary or employed, are appropriately qualified and skilled for the tasks they perform.

In addition to their core skills and abilities, all positions at GBWCT are to be occupied by individuals prepared to become familiar with, and committed to, the philosophies and practices of the Trust. This is a prerequisite of employment to ensure that the aims and objectives of the Trust are upheld.

The Golden Bay Workcentre Trust endorses and practices an Equal Employment Opportunities policy. This means that all persons having the appropriate skills, experience and/or qualifications for a staff vacancy have the right to apply for the position, to be interviewed and to be treated with respect and courtesy without let, hindrance or discrimination of any kind.

### 2.0 Policy Details

To achieve this, the GBWCT will:

- Maintain the principle of a merit-based recruitment and selection process in order to appoint the candidate best suited to a position;
- Provide equal opportunities for all candidates;
- Encourage members of minority groups to consider employment with GBWCT;
- Represent in its staffing profile, the community it serves;
- Ensure that selection procedures are efficient and effective, and;
- Maintain applicant confidentiality.

All stages of the recruitment and selection process must conform to the provisions of the encompassing legislation:

- Human Rights Act 1993 No. 82
- Immigration Act 2009 No. 51
- Privacy Act 2020 No. 31
- Public Service Act 2020
- Vulnerable Children Act 2014 No. 40

## 3.0 Staff Selection

### Ascertaining the need for new staff

- a) It is the responsibility of the Manager (in consultation with the Management Team) to ascertain the appropriate levels of staffing that are required across all areas of the Trust's work.
- b) The Manager should report these requirements to the Trustees on a regular basis, and alert the Trustees as soon as possible if new staff are likely to be needed. The Trustees will support the Manager to begin the recruitment process.

### Advertising the vacancy

- a) The Manager should design and construct a Job Description(s) for the vacancy in consultation with the Management Team and specialist staff.
- b) The vacancy will usually be advertised through local and regional media, but in certain circumstances it will be advertised through GBWCT's existing community networks instead (see Appendix 1: Direct recruitment for short-term employment contracts).
- c) The vacancy will be advertised sufficiently far in advance of the interview date(s) to allow potential applicants time to prepare.

### Preparing applicants for interview

The Manager will ensure that:

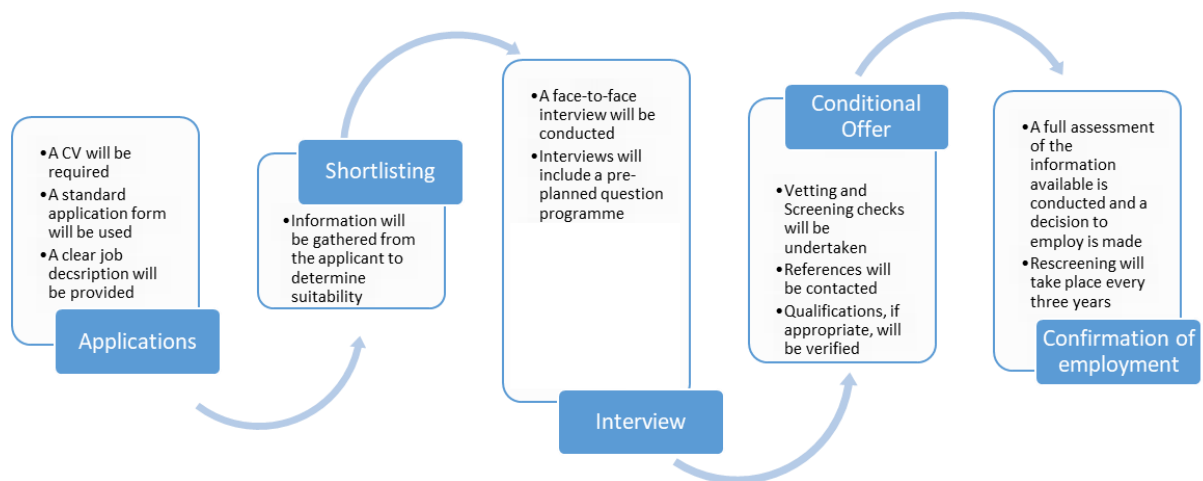
- all applicants for the position are provided with the Job Description and a sample Employment Contract prior to interview;
- a number of GBWCT Management team and/or trustees are available to participate in the interview process, if appropriate, and that they understand the job description and the skills and attributes applicants will require; and
- all applicants present a C.V and/or references, and/or evidence of skills and experience (as required), to be made available to the interviewing panel prior to the short-listing and interview process.
- all applicants will supply at least two referees who will be contacted by the Manager as part of the interview process.

## Selecting an applicant

It is the responsibility of the Manager to select the best candidate for the position, taking into account any advice given by other involved personnel. In the case of a personal conflict of interest the Manager will delegate another/other members of staff and/or the Board to interview and select the best possible candidate.

The role of the Manager is to:

- Lead the recruitment and interview process;
- ensure that Trustees are properly briefed throughout the short-listing and interview processes;
- ensure applicants are interviewed and treated with respect and courtesy without let, hindrance or discrimination of any kind;
- give commentary and feedback to the Board before, during and after the interviews as appropriate;
- notify all candidates as to the success or otherwise of their interview and give additional feedback to the interviewees as directed by the interviewing panel; and
- conduct Employment Contract negotiations with the selected candidate as directed by the organisation policies, ensuring that fair bargaining is maintained.



## 4.0 Safety Checking

All GBWCT staff who are children's workers (as defined in the Vulnerable Children Act 2014) will be safety checked as required by the '**New existing and renewing staff safety check**' form. A NZ Police vetting service result or a Ministry of Justice criminal conviction check result will be required for other GBWCT staff.

## Definitions

**Children's worker** means a person who works in, or provides, a regulated service, and the person's work;

- a) may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
- b) takes place without a parent or guardian of the child, or of each child, being present

**Core worker** means a children's worker whose work in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person;

- a) is the only children's worker present; or
- b) is the children's worker who has primary responsibility for, or authority over, the child or children present.

**Non-core worker** means a children's worker who has regular, but limited, child contact

GBWCT requires volunteers to undergo safety checking according to the scope of their individual role/s.

It is the board's responsibility to determine whether a staff member role at the GBWCT is core or non-core.

## What must be done as part of a safety check

All safety checks must be completed before new staff members are engaged.

- Verify identity
- Conduct a face to face interview
- Get information about work history
- Get referee information
- Get information from any relevant professional organisation or relevant authorising body
- Police vetting
- Risk assessment (New, existing and renewing Staff Safety Check form)

No person who has been convicted of any offence specified in Schedule 2 of the VCA will be employed by the GBWCT, unless they have obtained the required exemption under S.35 Vulnerable children Act 2014

Safety checking must be completed every three years for existing staff.

## 5.0 Staff Induction

Staff induction

- a) All staff new to the Workcentre will undergo an induction process upon commencement of their employment that ensures they are aware of other staff, roles and responsibilities, policies and procedures that will support them in their employment.
- b) All staff will have an Employment Agreement that will be negotiated by, and be fair to, both parties.
- c) All agreements will identify the term of the contract.
- d) All core workers employed by the GBWCT will be required to have child protection training as soon as is practicable. This training will be conducted annually.

## 6.0 Direct recruitment for short-term employment contracts

### Rationale

GBWCT has a limited budget to cover the advertising of staff vacancies and the personnel hours that go into a formal recruitment process.

A costing exercise completed by the Trust identified that for an employment contract with minimal remuneration, the Trust could expect to spend approximately 10% of the gross contract amount on recruitment, thus reducing the funds available for completion of the tasks at hand.

The Trustees discussed this situation at a Code of Ethics development workshop in 2008, and decided to approve an alternative staff selection process specifically for positions of short-term employment.

### Staff selection by direct recruitment

The Manager:

- may directly approach and recruit ('shoulder tap') the most suitably qualified and/or experienced person for a position without going through the formal selection process, if:
  - the position is for a term of 6 months or less, or

- the contract is part-time and is worth less than \$15,000 (gross) annually; (note: this allows for a position that is 10 hours per week or less).
- is delegated responsibility for direct recruitment in consultation with the Management Team;
- will draw on community networks, staff knowledge and previous experience to find and approach the most suitable persons for short-term employment contracts, and ensure that information regarding any such vacancies at the Workcentre Trust is widely known; and
- will not select staff by direct recruitment for positions of full-time employment, extensive part-time employment and/or contracts worth over \$15,000 (gross) annually. In these cases, the Manager will advertise the vacancy and lead a formal selection process.