

Staff Recruitment

Policy

Sydney Metro College is committed to a fair and equitable recruitment and selection process that provides for the employment of the most appropriate person/people.

1.0 Guidelines

- To appoint the most appropriate possible person for any job position
- Appointments will be made on the basis of merit, through a fair and open selection process
- To meet obligations under relevant legislation, including Equal Employment Opportunity legislation
- To be reviewed regularly to reflect changes in company policy, best practice and compliance with current relevant legislation

2.0 Responsibilities

- To meet recruitment and selection requirements and to ensure compliance with this policy
- To ensure that all staff involved in the recruitment and selection process have completed necessary training in the recruitment and selection process
- All applicants will be assessed on merit, according to their knowledge, skills, qualifications and attributes necessary to ensure that the successful candidate is the most appropriate person for the position
- The initiating department manager is responsible for the commencement of the recruitment process to fill the vacant position, in conjunction with the Principal Executive Officer

3.0 The Recruitment Process

- Prior to any recruitment, the Recruitment Request Form must be completed and approved by the Principal Executive Officer

Established positions

- For an established position, a review of the position description and selection criteria should be conducted (and if necessary job analysis) to ensure that responsibilities, skills and attributes of the position are clearly communicated and documented
- This is to be conducted prior to the advertisement

New positions

- For newly created positions, a position description and selection criteria must be developed.
- The Principal Executive Officer will provide necessary assistance when required
- New position description and selection criteria must be forwarded to the Principal Executive Officer for approval
- Position descriptions must comply with current legislative standards (EEO, WH&S) and where applicable (VET Quality Framework, ESOS Legislative Framework)

4.0 Selection Criteria

Selection criteria forms the basis of interview questions and is divided into two parts:

- **Essential:** Essential criteria of the position are factors that are critical to the success of the particular job position. They may involve qualifications, skills & experience
- **Desirable:** Desirable criteria for any position may include personal attributes, organisational fit and other factors that may contribute to a higher standard of performance

Selection criteria for Management, Coordinator and Supervisory positions must include sound knowledge, understanding and application of current relevant legislation e.g. Equal Employment Opportunity, Work, Health and Safety and Harassment and where applicable VET Quality Framework and ESOS Legislative Framework

5.0 Advertising

- The Principal Executive Officer in conjunction with the appropriate Manager shall be responsible for drafting the advertisement
- All advertisements must meet legislative requirements, standards and sufficient information regarding the role
- All vacancies will be concurrently advertised internally and externally
- Permanent staff vacancies may be filled through internal and external advertising of the vacancy, depending on what is deemed appropriate by the Institute.

In addition to the above, the following procedures for recruiting academic staff applies:

6.0 Academic Staff Vocational

6.1 If existing networks fail to provide a suitable trainer/assessor, advertisements are placed by the Principal Executive Officer in newspapers or on web-based employment sites

6.2 All applicants for teaching positions are required to have

completed:

- 6.2.1 TAE40110 Certificate IV in Training and Assessment
 - 6.2.2 The qualification that the applicant is intending on delivering or equivalent qualification or higher
 - 6.2.3 Ability to demonstrate vocational competence in the units the applicant is intending to deliver in the program
 - 6.2.4 A minimum of 2 years of relevant and current industry experience, acquired in the last 5 years
 - 6.2.5 Any additional industry, legislative or regulatory requirement applicable to the position
- 6.3 All items from point 6.2 must be checked and confirmed by the Campus Manager prior to an offer being made to the applicant
- 6.4 It is a regulatory requirement that Sydney Metro College trainers and assessors continue to develop their vocational education and training (VET) knowledge and skills (specifically competency based training and assessment skills) as well as their industry currency and trainer/assessor competence. As a result, trainers and assessors agree to this requirement as a condition of employment.

7.0 Qualification & Experience Verification for Academic Staff

- 7.1 The Principal Executive Officer will maintain up-to-date records of all academic (and general) staff to be kept on file in the Principal Executive Officer's Office
- 7.2 Prior to the commencement of employment, academic staff will need to submit original certificates and paperwork of qualifications to accompany their personal resume
- 7.3 All original certificates and paperwork of qualifications will be cited by the Campus Manager or delegate, and a copy kept on file

Related Policy

- Access & Equity

Related Form

- Recruitment Request Form
- Employment Application Form
- Staff Induction Checklist
- Staff File Checklist
- Reference Checklist
- Interview Evaluation Form
- Vocational Competence Form

- **Trainer Matrix**