



Recruitment and Selection Policy

Version
Approved by
Current as at

3
Senior Leadership Team
1 February 2015

1.0 Policy Statement

The Uniting Church in Australia, Synod of Victoria and Tasmania (the Synod) is committed to appointing candidates whose skills, experience and attributes best suit the inherent requirements of each available position, and who embrace the ethos and values of the Synod. In accordance with UCA Assembly policy, the Synod will also seek to promote job opportunities to indigenous Australians. Our aim is to seek the most capable person for each role, bearing in mind our commitment to diversity and having a workforce reflective of the communities we serve.

The Church commits itself to the creation and maintenance of a safe culture to ensure the care, protection and safety of all people engaging with the Church in any of its entities. One of the methods to achieve a child safe culture is to recruit well by using good practice standards in the recruitment and screening of employees. Of paramount concern is the provision of a safe environment for Children, Vulnerable people and Staff.

1.1 ETHOS AND VALUES OF UNITING CHURCH IN AUSTRALIA

As an employer, we express the ethos of Christianity to love one another, to live justly and to seek the reconciliation and renewal of all creation by respecting ourselves and all whom we serve and employ. We strive to do so by:

- Being inclusive
- Acting and advocating for a just society
- Working for peace and justice in the World
- Having an openness to the wisdom of people of other faiths and views
- Implementing environmentally sustainable practices

In our workplace we value justice, inclusion, compassion, shared leadership, respect, integrity, wise stewardship and innovation.

Consideration should be given to the ethos and values in seeking guidance and interpretation surrounding this policy.

1.2 SCOPE

These procedures apply to the recruitment of all lay staff.

1.3 PRINCIPLES UNDERPINNING PROCESS

- a) Natural justice / procedural fairness
- b) Safe Place
- c) Understanding of Power
- d) Boundaries



- e) Privacy /confidentiality

1.4 DEFINITIONS

Minister

A minister means a Minister of the Word, Pastor, Deacon or Deaconess who is in an approved placement.

Non placement pastor

A non-placement pastor means a lay person appointed by the Synod (in the case of a Synod appointment) for the purpose of undertaking one or more of the following tasks:

- Teaching the beliefs and practices of the Church; and/or
- Pastoral oversight of members and/or groups operating under the auspices of the Church; and/or
- Leadership of worship in congregations or faith communities of the Church; and/or
- Evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Church.

Placement

A placement means the position of responsibility to which a Minister or non-ordained person may be called.

1.5 POLICY OWNER

This policy is implemented and maintained by the Director People and Culture, UCA Synod.

1.6 FURTHER ASSISTANCE

The People and Culture team are able to assist you with interpretation or application of this policy.

1.7 POLICY REVIEW

This policy will be reviewed every two years or earlier if required.

1.8 RELATED POLICIES

Equal Opportunity Policy

National Criminal History Check Policy

Bullying, Harassment and Sexual Harassment Policy and Procedures

Keeping Children Safe Policy

Working with Children Policy

1.9 REFERENCES

Equal Opportunity Act 2010

Sexual Discrimination Act 1984 (Cth)

Racial Discrimination Act 1975 (Cth)

Human Rights and Equal Opportunities Commission Act 1986 (Cth)

2.0 Policy in Practice



2.1 JOB REQUISITION

A job requisition form is required for all role that are either new or made vacant. The completion of a job requisition form activates the recruitment system. Forms are available on the intranet and should be completed by the manager responsible for overseeing the selection of a new or replacement candidate.

2.2 ADVERTISING

It is preferable that all job vacancies are advertised including short term or temporary roles. However all permanent roles must be advertised unless an advertising waiver has been approved. [Advertising casual positions is at the manager's discretion.](#)

The Synod will normally advertise positions both internally and externally and current Synod staff will be advised of vacant positions via email. Full details of the position including position description will be posted on the Synod website prior to the position being advertised externally.

An advertising program for each position will be determined by the relevant manager in conjunction with People & Culture. Advertising may include, but is not restricted to

- Crosslight
- The Age
- Seek.com
- Synod internal email
- UCA website

Our statement of commitment to child safety is to be included in all our employment advertisements and position descriptions.

2.3 ADVERTISING WAIVER

A waiver to advertise a role may apply in very special circumstances. Such circumstances include, but are not restricted to, redeployment, urgency to fill the vacancy and/or where special gifts or technical skills are required. This waiver requires the approval of the General Secretary.

2.4 APPLICATIONS

All applications received from candidates will be treated with respect and will be promptly acknowledged by the People and Culture team.

2.5 INTERVIEWS

Candidates who most closely match the inherent requirements of the available position may be selected for interview. Normally four or five candidates will be selected for interview in the first instance.

An interview panel for each position will be determined by and include the relevant Unit manager and People and Culture staff member. Interview panels will normally comprise from two to four people and include at least one person of each gender.

Interview questions will be based on the key selection criteria for the position and will comply with State and Federal Equal Opportunity legislation. Questions may be structured to obtain information about how an applicant has behaved in the past.



2.6 REFERENCE CHECKS

All candidates must have satisfactory reference checks conducted before an offer of employment may occur. These checks will be completed by the People and Culture team.

Internal candidates applying for a Synod role must have a reference completed with their most recent direct line manager and if relevant, one other supervisor or peer.

Roles classified at level 5 and above

Candidates applying for any role classified at level 5 and above (*Lay Staff Collective Employment Agreement 2015*), must have at least three reference checks taken from the following referees:

- 3 One direct line manager within the past three years
- 4 Secondary person in a supervisory role within the past three years
- 5 A peer or reporting role

5.1 BACKGROUND CHECKS

All incoming employees will require clearance from a National Criminal History Check. A Working with Children Check (VIC) or Working with Children Registration (Tas) is also required if the employee is in child-related work that involves contact with a child that is unsupervised, direct and a part of the person's duties.

Ministers are required to get a Working with Children Check unless the contact they have with children is only occasional and always incidental to their work.

5.2 UNSUCCESSFUL CANDIDATES

People and Culture will ensure that unsuccessful candidates are notified within seven days of the selection of the successful candidate.

5.3 EQUAL OPPORTUNITY

All candidates will be assessed on the basis of their skills, qualifications, abilities, experience, prior work performance and aptitude for the position for which they have applied. It is contrary to the ethos of the Uniting Church to discriminate against candidates on any of the following grounds:

- age
- disability / impairment
- industrial activity / inactivity
- lawful sexual activity
- marital status, including de facto relationships
- physical features
- political belief or activity
- pregnancy
- race
- sex or sexual orientation
- status as a parent or carer
- irrelevant criminal conviction
- personal association with someone of the above attributes

However, the Synod is a religious organisation and in some cases membership of the Uniting Church is an inherent requirement of the position.

In such cases all advertisements for the position will state clearly the requirement for Uniting Church membership.

5.4 PRIVACY

The Privacy Amendment (Private Sector) Act 2000 (the Privacy Act) makes provision for candidates to request an inspection of their selection records. This includes record of interviews as well as any records of references.

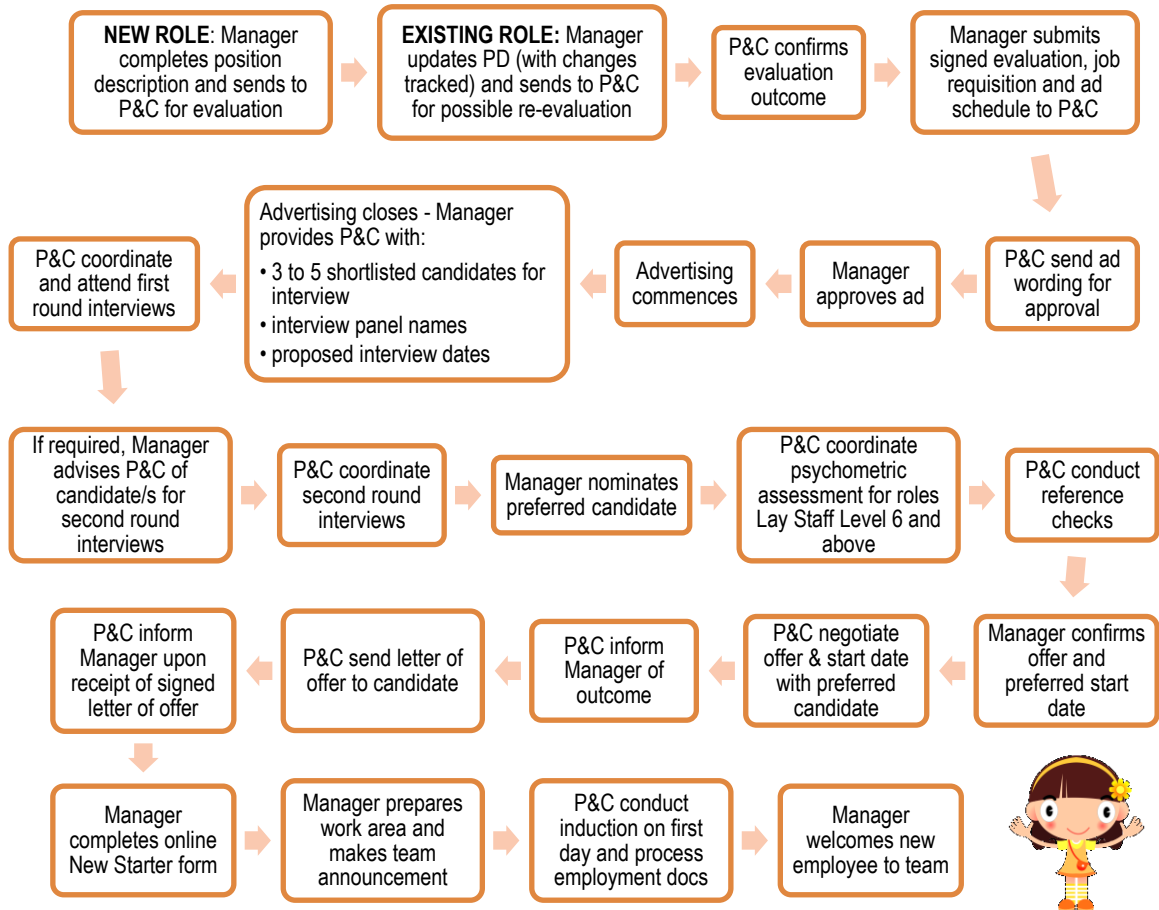
People and Culture will:

- collaborate with relevant Unit managers to ensure compliance with the Privacy Act
- manage any requests for inspection of records by unsuccessful candidates
- maintain all records of the recruitment and selection process for a period of twelve months after which they will be destroyed

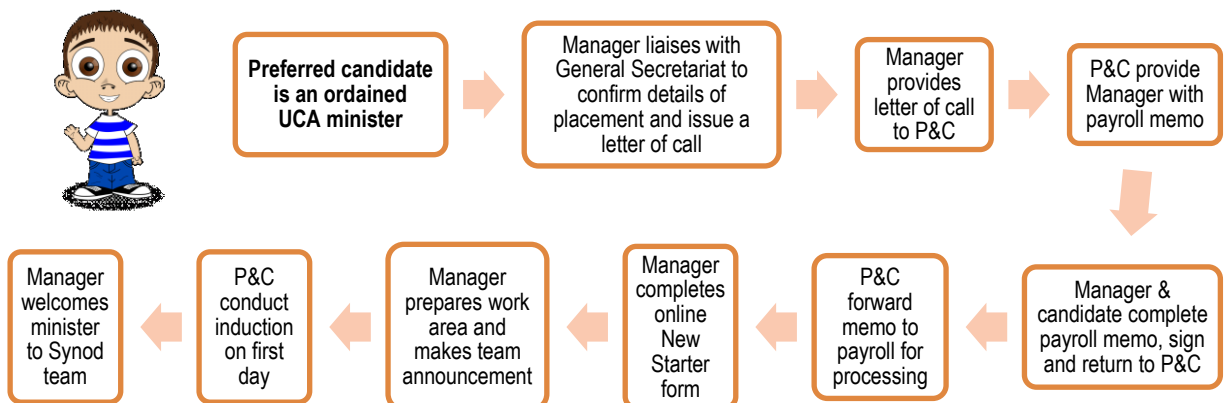


3.0 Process maps

3.1 RECRUITMENT PROCESS



3.2 PLACEMENT OF AN ORDAINED MINISTER OR NON-ORDAINED PERSON AT THE SYNOD





3.3 RECRUITMENT OF A NON-PLACEMENT PASTOR AT THE SYNOD

