

THE GLIDING FEDERATION OF AUSTRALIA INC

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www.glidingaustralia.org



Recruitment & Selection Policy

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REVISION RECORD

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1 Purpose

The Gliding Federation of Australia Inc (GFA) aims to recruit and select the best possible candidates in a timely and cost effective manner. This contributes to GFA strategic aims and helps to ensure continuous improvement in standards and capability. The Recruitment and Selection Policy provides a framework and structure for GFA employees and officers engaged in the recruitment and selection process.

This policy simultaneously ensures that GFA meets all legislative and regulatory obligations including the provision of well-managed operations, a culture of excellence and a workforce mix and profile appropriate to its business needs and sustainability.

2 Scope and Application

GFA is primarily a volunteer run organisation but it does employ a mix of permanent part time employees, a number of part time casual staff, plus contractors for specific short term projects.

This policy also applies to the recruitment of volunteers to perform targeted roles in the organisation.

All recruitment including the use of external recruitment agencies must be approved by the GFA executive.

3 Principles

GFA appoints high performing employees using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, GFA practices ethical, fair and impartial staff selection procedures, free from conflict of interest, and characterised by confidentiality and respect for the privacy of an applicant's personal information.

4 Position Description

GFA Executive members will identify the need for recruitment of a paid or volunteer officer and develop a scope of work and/or Position Description which will describe the inherent requirements of the position to be performed. The relevant executive member will develop a proposal to recruit, and determine budget requirements in order to gain agreement from the CEO and other Executive members.

Some Position Descriptions are written to ensure compliance with the Regulator's mandated positions of responsibility and will therefore require the Regulator's approval.

Opportunities to fill the role will be evaluated, to determine whether it can be filled by a current volunteer or staff member or whether through an open advertising and recruitment process.

Selection Criteria describe the qualifications, competencies skills, knowledge and experience required to perform the inherent requirements of the position. The Selection Criteria therefore form the basis of assessment of the applicant's capability to perform the role through the short-listing, interview and referee checking process.

5 Merit

Appointment is based on merit assessed against the Position Description and Selection Criteria. At the point of short-listing, the Selection Committee must be satisfied that applicants are capable of performing the inherent requirements of the position through a comparative assessment of each applicant against the selection criteria.

Some positions may require formal qualifications. For these positions, GFA will first assure itself that candidates have the requisite qualifications or are capable of attaining the requisite qualifications prior to progressing the selection process. For specific qualifications please refer to relevant job descriptions.

6 Selection panel

The panel should comprise a minimum of 2 people, including the responsible Executive member or nominee. The CEO should also be a member to ensure HR processes are complied with. There may also be technical expert(s) involved.

7 Conflict of Interest

Any person invited to join the selection panel must declare any conflict of interest with any applicant (whether pecuniary or otherwise) and may be asked to stand down from the panel if conflict arises. A replacement panel member may be appointed.

Conflicts of interest may arise in situations where a person's private arrangements, benefits, interests, personal circumstances or personal or family relationships could, or could be perceived to impinge on their ability to impartially perform the selection task.

8 Equity

Panel members are expected to practice the principles of equal opportunity and anti-discrimination which is consistent with the essential characteristics of GFA mission and concern for social justice and equity.

9 Confidentiality

The confidentiality of the selection process must be maintained under all circumstances. Applications and referee reports must be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the Selection Committee. Breaches of confidentiality and their impact on GFA and individuals are regarded as serious matters.

Application and personal information collected from applicants for advertised position must only be used to complete the recruitment and selection process

All documents resulting from the selection process should be collated and retained by the CEO for the duration of the job role.

10 Approvals

GFA reserves the right to make no appointment to positions which have been advertised, to invite persons to apply for advertised positions, to appoint by invitation or to make a direct appointment to a position without recourse to advertisement in order to meet GFA business requirements and needs.

11 Appointment

Once the appointment has been decided, the head of the selection panel must arrange

- Contract
- Confidentiality and IP agreement
- Advise finance@glidingaustralia.org
- Communicate appointment to GFA Board and membership

12 Review Schedule

From time to time GFA may make changes to this policy and relevant guidelines to improve the effectiveness of its operation

Gliding Australia is committed to providing an environment which is free from discrimination, harassment and abuse for everyone, which promotes respectful and positive values and behaviour, and which is safe for children. All Members have a responsibility to abide by these core values.