



# Recruitment and Selection

## E/3.1

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### Purpose

The Synod Office's purpose is to enable, equip, and encourage a renewing and growing Church, which requires people with the desired capabilities to support the achievement of this purpose.

In alignment with this purpose, we are dedicated to a recruitment and selection approach that ensures the appointment of individuals who not only align with but also actively contribute to our values and vision. We are committed to attracting, supporting, and retaining a diverse and inclusive community of high-achieving employees. These employees are pivotal in upholding our values and driving the strategic objectives that facilitate the growth and renewal of our Church and its community.

### Scope

This policy applies to all appointments of employees (lay staff) and volunteers to be engaged in work and activities of the Uniting Church in Australia within the bounds of the Queensland Synod Office, including Trinity College Queensland, Raymond Residential College, Alexandra Park Conference Centre, and Uniting Early Learning.

### Policy

#### 1. Position & Establishment Management

People & Culture is responsible for reviewing and approving all data presented when establishing or reviewing a new position by following the Position & Establishment Management Procedures.

All persons engaged in an approved position must be given the new or revised approved position description either at the time of appointment, contract renewal or other such time a position description has been updated and approved.

The approved position description establishes the credentials, certificates, educational certificates, and other prerequisites that an individual must possess in order to be considered for the position.

Approval of new position are to be approved by the General Secretary.

#### 2. Recruitment & Selection

Recruitment and selection will be informed by the strategic priorities of the Synod Office to ensure that there is a workforce to enable its responsibilities in delivering the mission of the Church.

All recruitment, selection, and appointments will be made ensuring equitable treatment of all applicants.

All processes resulting from this policy will comply with the B/1.1 Privacy Policy and the Privacy Act 1988.

Where a hiring manager knows the candidate before the hiring process, the final decision regarding appointment of the individual will be delegated to either the hiring manager's Line Manager or to the People & Culture Manager.

Where an appointment of an individual represents an actual or perceived conflict of interest, such conflicts must be declared and managed in accordance with A/1.2.1 Conflicts of Interest Procedure.

Where there is a cluster of roles performing the same tasks, a generic position description will exist defining the role responsibilities and will define the same applicable award classification level.



For Award Covered Positions, People, and Culture will determine the applicable award coverage for a role and the award classification level for the position. The award and classification level will be recorded in the position description.

For Award Free Positions, the position description will be assessed by People and Culture, using the Mercer job evaluation framework to determine appropriate and equitable salary banding for the position.

### 3. Volunteer Management

Line managers must ensure that all volunteer positions have a position description by completing E/3.1.1 Establishment Management Procedure.

All volunteers must apply to the position and undertake a screening process before engagement which will assess the individual's suitability to the volunteer position.

All line managers are required to complete E/3.1.2 Volunteer Engagement Letter, which must include details of the role and duration of the volunteer engagement.

### 4. Work Experience & Student Placement

All participants of work experience and student placement are not paid and are not to be placed in positions where the incumbent would normally be an employee.

A request for work experience or student placement can only be considered if the request is a required activity for the course being undertaken and the activity has appropriate insurance coverage by the educational institution and by completing the E/3.1.3 Work Experience and Student Placement Form.

The line manager must create a safe work environment where the student feels comfortable and assign a person to be an appropriate mentor for the activities to be undertaken.

### 5. Non-Compliance

Employees that are aware of or that believe to have breached this policy must report any issues to the People and Culture Manager, who is responsible for the investigation and determination of any breaches relating to this policy. In case there is a breach of policy, then the individual will be managed under the E5.1 Performance Policy and its underlying procedures.

## Related documents

Privacy Act 1988.

B/1.1 Privacy Policy

E5.1 Performance Policy

E/3.1.1 Establishment Management Procedure

E/3.1.2 Volunteer Engagement Letter

E/3.1.3 Work Experience and Student Placement Form.

## Definitions

| Term                | Meaning   |
|---------------------|---|
| <b>Synod Office</b> | Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod Office, including Uniting Early Learning, Trinity College Queensland, Raymont Residential College, and the Alexandra Park Conference Centre. |

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| Term   | Meaning   |
|--|---|
| <b>The Uniting Church in Australia, Queensland Synod (also called we or us or the Church):</b> | Means the functions and activities of the Uniting Church in Australia: <ul style="list-style-type: none"> <li>• Within and in relation to the bounds of the Queensland Synod and</li> <li>• Outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the Uniting Church in Australia Act 1977 (Qld).</li> </ul>                   |
| <b>Line Manager</b>  | A line manager is an individual with supervisory or managerial duties over a group of people, team, or department's day-to-day operations and performance within the organisation.  |
| <b>Position Description</b>  | Is a concise document that defines a specific job within an organisation. It outlines the job title, summarises its purpose and key responsibilities, specifies essential qualifications, credentials, certificates, and educational degrees required, lists necessary skills and competencies, details reporting relationships, mentions working conditions, and, if relevant, provides salary and benefits information. |
| <b>Participants of work experience and student placement</b>                                   | Is an individual required to complete unpaid activities prescribed by a course of study to acquire credit for all or part of an academic course or a specified practicum by spending time to gaining practical experience in an organisation. A person who is a student will be covered by insurance through the education institution.   |
| <b>Appointment</b>   | Refers to the formal process of assigning an individual to a specific job or role within the organisation. It involves selecting a candidate for a particular position based on their qualifications and suitability for the role.  |

## Revisions

|                       |               |                           |                |                    |                            |
|-----------------------|---------------|---------------------------|----------------|--------------------|----------------------------|
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| 3.1                   | 19.02.2024    | Executive Leadership Team | 19.03.2024     | People and Culture | People and Culture Manager |
| Next scheduled review |               | 19.03.2025                |                |                    |                            |