

# Capricorn Citizen Advocacy

## STAFF RECRUITMENT AND EMPLOYMENT POLICY

<b>Policy number:</b>	<b>6.3.0</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>3.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>Coordinator</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

### Purpose

Capricorn Citizen Advocacy (CCA) supports the principles of anti-discrimination in the recruitment and appointment of staff. All appointments and promotions will be made on the basis of the individual's capacity to meet the requirements of the position.

### Policy

There will be no discrimination in the appointment and employment of staff based on age, gender, ethnic or social background, religion, marital status, pregnancy, disability or sexuality.

The selection panel will make every effort to ensure that the most qualified and experienced staff possible are employed to serve the organisation. The basis of selecting one person over another for a position will directly relate to the inherent requirements of the position.

The Management Committee will ensure that every effort is made to encourage suitably qualified persons to apply for positions within the organisation and to assist them to overcome any structural obstacles to continued employment.

Every applicant will have access to a position description which includes duties and key selection criteria. All positions will be advertised amongst the organisation's networks, and via any means considered most appropriate at the time to reach prospective candidates, such as employment platforms, social media, etc.

Criteria for selection will include personal qualities, previous work experience, skills, relevant knowledge, qualifications and ability to meet any special demands of the position. These will be divided into two main areas:

- Essential requirements
- Desirable requirements

Sexual harassment, gender harassment, bullying and discrimination of any kind will not be tolerated in the workplace. Staff are expected to follow the organisation's policy [6.0.0 Code of Conduct – Staff and Volunteers](#).

CCA will ensure that it meets all of its responsibilities under its policy; [4.7.0 Child and Youth Risk Management Strategy](#) when recruiting, training and managing its staff and volunteers.

Staff grievances in relation to discrimination in appointment and ongoing employment should be directed to the President of the Management Committee or nominee in the case of a conflict of interest or unavailability. See [6.5.0 Staff Grievance Policy](#) and [6.5.0.1 Staff Grievance Procedure](#).

## Related Documents

1. [4.7.0 Child and Youth Risk Management Strategy](#)
2. [6.0.0 Code of Conduct – Staff and Volunteers](#).
3. [6.1.0 Workplace Culture Policy](#)
4. [6.2.0 Working Together Policy](#)
5. [6.5.0 Staff Grievance Policy](#)
6. [6.5.0.1 Staff Grievance Procedure](#)
7. [6.6.0 Staff Training Policy](#)

## References

1. [Human Rights Act 2019 \(Qld\)](#)
2. [Fair Work Act 2009 \(Cth\)](#)
3. [Qld Industrial Relations Act 1999](#)
4. [Anti-discrimination Act 1991](#)

### Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 27 / 03 / 2024.



SIGNED: .....  
President

27 / 03 / 2024  
(Date)



SIGNED: .....  
Secretary

27 / 03 / 2024  
(Date)