

RECRUITMENT AND EMPLOYMENT POLICY

RATIONALE

North Melbourne Language and Learning (NMLL) has a legal and moral obligation to ensure that staff are recruited and selected in a consistent, open and professional manner, so that the best available people are employed by NMLL.

NMLL seeks to employ people who are committed to the goals of NMLL and possess the skills, qualifications and experience to enhance the organisation. This policy applies to the recruitment and employment of all paid staff members at NMLL.

LEGISLATIVE CONTEXT

In relation to employment, all Victorian organisations, including NMLL, must comply with Commonwealth and State human rights legislation such as:

- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Racial Hatred Act 1995*
- *Sex Discrimination Act 1984*
- *Age Discrimination Act 2004*
- *Equal Opportunity Act 2010 (Vic)*

The major purpose of the above Acts is to eliminate discrimination against people, including employees and prospective employees, because of disability, race, gender or age.

In addition, NMLL complies with employer obligations as set out under the following awards:

- Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2010 (Adult & Community Education Employees)
- Educational Services (Post-Secondary Education) Award 2010

PRINCIPLES

This policy is based on the principles that

- as an equal opportunity employer, NMLL employs staff regardless of race, ethnicity, disability, age or gender,
- applicants for positions at NMLL hold qualifications or relevant experience relevant for the position they are appointed to and
- sound recruitment and employment procedures ensure that the most suitable applicant is selected for the position.

REQUIRED STANDARDS

1. Responsibility

The Centre Manager is responsible for the recruitment and employment of all employees, on behalf of the Committee of Management.

The Committee of Management is directly responsible for the recruitment and employment of the Centre Manager in line with this policy.

2. Employment Process

NMLL procedures for recruitment and employment fall under the categories outlined below. Detailed procedures for these are found in NMLL procedures documentation. All procedures comply with the Diversity Policy.

- 2.1. Identification of Vacancy
- 2.2. Recruitment
- 2.3. Selection
- 2.4. Employment of Successful Applicant

3. Employment Rates, Terms and Conditions

- 3.1 All personnel are employed under the Neighbourhood Houses and Adult Community Education Centres Collective Agreement.
- 3.2 As outlined in the Neighbourhood Houses and Adult Community Education Centres Collective Agreement, each position is classified and reviewed under the terms of the relevant award, as follows:
Teachers: Educational Services (Post-Secondary Education) Award
Community Development Workers: SACS Award (Social and Community Services (Victoria) Award)
Other Positions: PACCT Award (Adult and Community Education Professional, Administrative, Clerical, Computing and Technical Staff Award)
- 3.3 Personnel Files
All positions receive a signed Letter of Employment or Employment Contract outlining their rate and conditions under the relevant award. A signed copy is kept in each person's personnel file. When a review results in a change to an employee's rate or classification, a new Letter of Employment or Employment Contract is drawn up and a signed and dated copy is kept in the person's personnel file.
- 3.4 Centre Manager's Salary
The Centre Manager's salary is set by the Committee of Management and is based on skill level and experience within the role.
Award rate, once a new Manager has successfully completed their probationary period, in recognition of the broad scope of the Manager role. The premium is determined by the Committee of Management and is based on skill level and experience within the role.

4. Professional Development

- 4.1 A professional review is conducted with each employee at least annually and for all new employees within their first three months, and a record is kept on file.
- 4.2 In recognition that salaries in the community sector may be lower than similar roles elsewhere, NMLL encourages ongoing professional development of permanent employees.

ASSOCIATED DOCUMENTS

- Diversity Policy
- Recruitment & Employment Procedures
- Employee Contract, which includes appropriate schedules related to the employee's role
- Staff Induction Checklist
- Professional Review documentation
- Neighbourhood Houses and Adult Community Education Centres Collective Agreement

CHANGE HISTORY of POLICY	
Previously known as <i>Recruitment and Employment Policy</i>	Initial approval date 8 July 2002
Date last reviewed: November 2011	This version approved at Committee of Management Meeting: 23 October 2013
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