

Title	Recruitment Policy
Description of policy	This policy provides an overview of the types of assistance Catholic Education Archdiocese of Canberra & Goulburn (CECG) may offer to attract new talent and to encourage staff mobility across the System
Required because?	This policy articulates the principles for the recruitment of all CECG staff
Description of changes	<ul style="list-style-type: none"> • Replaces the Recruitment Handbook • Clarifies the
Applies to	<input checked="" type="checkbox"/> Organisation-wide <input type="checkbox"/> Specific (location, schools/ELCs&SACs, Service Area)
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Staff and students
Status	<input checked="" type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input type="checkbox"/> Minor revision of existing document

Publication location	Intranet and Public Website
Related documents	<ul style="list-style-type: none"> • Delegation of Authority • Catholic Education Office, Archdiocese of Canberra and Goulburn, Enterprise Agreement 2020 • ACT Catholic Education Early Learning Centre and School Age Care Centre Enterprise Agreement 2018 • NSW and ACT Catholic Systemic Schools Enterprise Agreement 2020 • NSW and ACT Catholic Systemic Schools Principals Enterprise Agreement 2020 • Leadership Capability Framework • Accreditation to Work, Teach and Lead in CECG Policy • Religious Education Coordinator Role & Responsibilities Policy
Intranet Category	Employment
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Approval authority for this version:	People and Culture Leader
Approval Date:	24 June 2021
Accountable authority	People and Culture Leader
Responsible officer	Senior Officer Organisational Capability & Culture

1. Summary

- 1.1 This policy outlines the principles for recruiting Catholic Education Canberra Goulburn (CECG) workers to ensure CECG attracts, selects, recruits and retains workers of the highest calibre.
- 1.2 Undertaking recruitment in accordance with this policy will ensure that recruitment processes are aligned to our Catholic purpose 'To be faith-filled Catholic learning communities of hope, joy and wonder where all are welcome and inspired to grow to their potential'.
- 1.3 This policy applies in all CECG workplaces and to recruitment for all CECG workers.

2. Recruitment Policy

- 2.1 Recruitment processes will be consistent, merit-based, fair and equitable and comply with relevant legislation.

3. Policy Principles

Strategic Alignment

- 3.1 CECG's recruitment, selection and appointment practices support the achievement of CECG's Strategic Priorities and Key Enablers.

Catholic

- 3.2 Our Vision states 'Jesus Christ our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person'.
- 3.3 Parents enroll their children in our Catholic schools with the understanding the school and its teachers are committed to the Catholic identity of the school through its Catholic faith, values, and teachings. CECG Employees are required to support the mission, teachings and ethos of the Catholic Church's work in schools at all times.
- 3.4 The CECG [Accreditation to Work, Teach and Lead in CECG Policy](#) outlines additional obligations that apply to all appointments to CECG staff.

Anti-discrimination

- 3.5 CECG will not unlawfully discriminate against an employee or prospective employee because they have a protected attribute. Some positions in CECG may lawfully require Religious Conviction in accordance with the CECG's policy on Religious Conviction as set out in section 4.

Excellence

- 3.6 CECG is committed to attracting, selecting, recruiting, developing and retaining staff of the highest quality. We will actively promote our brand and CECG as a compelling employer to entice highly skilled, quality candidates that align with our Purpose and Mission.

Merit-based

- 3.7 CECG's merit-based selection methods are designed to deliver high quality selection decisions that are fair, equitable, transparent and consistent. Merit is defined as the skills, knowledge, qualifications, and previous experience that relate to the inherent requirements of the position. In the context of a member of the Catholic faith Workplace, merit includes the ability to model, lead and uphold Catholic values.

Fairness

- 3.8 All staff involved in the recruitment process should carry out their duties without bias or favoritism. Any potential or perceived conflict of interest between parties in the recruitment process should be declared and where practicable avoided.

Compliance

- 3.9 CECG complies with all relevant federal and local employment legislation in the recruitment and appointment of staff.

Candidate Care

- 3.10 CECG seeks to attract the best candidates, by accurately defining roles and advertising vacancies appropriately. Candidates should be treated with respect and communicated within a timely manner throughout the recruitment process. All candidates have a right to confidentiality and privacy.

Equal Opportunity

- 3.11 CECG values equity and diversity and seeks to embody these values in its staff as 'learning communities of hope, joy and wonder where all are welcome.' CECG promotes a diverse workforce by encouraging members of underrepresented groups to consider employment with CECG. Interview panel composition should address gender representation.

Professionalism

- 3.12 CECG acknowledge that timely decision making can be critical in securing the best possible candidate, and all processes should be conducted without undue delay. CECG encourages the use of technology in the recruitment process via an e-recruitment system, recommends panel sizes proportionate to the level of the position being filled with relevant skills and experience represented on the panel, and shortlisting of appropriate numbers of candidates to allow for an efficient process.

4. Religious Conviction

- 4.1 CECG and its schools are conducted in accordance with the doctrines, beliefs and teachings of the Catholic religion.
- 4.2 The [Accreditation to Work, Teach and Lead in CECG Policy](#) is designed to ensure all workers can participate in CECG's mission and act in ways consistent with the tenets of the Catholic religion and Catholic ethos.
- 4.3 Selection criteria will reflect the accreditation levels set out in the Framework.
- 4.4 All vacancies for School Leadership Positions (ie the positions of Principal, Deputy Principal, and Religious Education Coordinator, teachers of Religious Education) will require the position holder to be Catholic. This ensures that CECG Schools are staffed by leaders who represent the Catholic Church and are able to lead the evangelical mission of the Church in their school communities.
- 4.5 Candidates for School Leadership Positions will model Catholic values by ensuring that the teachings of Christ are central to the education of students and the work of employees. In the recruitment process, candidates will be assessed on their ability to demonstrate a practical commitment to Catholic education and their faith, a clear understanding of the vision and mission of Catholic Schools, and a willingness to play a leading role in the faith formation of students.

- 4.6 For vacancies in schools that are not School Leadership Positions, the advertisement will clearly set out the requirements of the position holder to support and uphold the values of the Catholic faith in order that our workplaces can be conducted in accordance with our religious beliefs and teachings.
- 4.7 For these positions, a person's religious conviction and Catholic faith will be considered as a 'desirable' attribute, which means that the Catholic faith of an applicant (while relevant) will not be the sole determining factor in determining if an applicant is successful or not. All applicants will nonetheless be assessed on their ability to be supportive of the Catholic ethos and willingness to participate in faith formation activities and the Catholic life of the school.
- 4.8 For vacancies within the Catholic Education Office, CECG will determine through the recruitment process the level of religious conviction required for each role and reflect this within the recruitment process. If a position holder must be Catholic, then this will be clearly stated. For positions where being Catholic is not a requirement, applicants will still be assessed on their ability to support the values of the Catholic faith and which enable our workplaces to be conducted in accordance with religious beliefs and teachings.

5. Responsibilities

Principals/Service Area Leaders

- 5.1 Principals approve the initiation of recruitment activities within their Schools and approve selection panel recommendations.
- 5.2 Principals are responsible for ensuring recruitment decisions are made in accordance with CECG policy and that school staffing is within approved staffing/budget.

Selection Panels

- 5.3 The Chair of the Selection Panel is responsible for ensuring the recruitment process is conducted in accordance with the principles stated in this policy, and that the procedural aspects of the process (as outlined in the Recruitment Guidelines) are followed.
- 5.4 Selection Panel Members are responsible for ensuring they are aware of, and abide by, the Principles stated in this policy and that these principles are followed throughout the entire selection process

People and Culture Service Area

- 5.5 The Recruitment Team can act as a facilitator and advisors in all aspects of the recruitment process. They are responsible for the placing of advertisements and administering the e-Recruitment system.
- 5.6 People and Culture provide letters of offer and contracts to successful applicants.

6. Related Documents and Legislation

- 6.1 Related CECG Documents (some links are internal CECG staff links only):
- [Accreditation to Work, Teach and Lead in CECG Policy](#)
 - [Delegation of Authority](#)
 - [Catholic Education Office, Archdiocese of Canberra and Goulburn, Enterprise Agreement 2020](#)
 - [ACT Catholic Education Early Learning Centre and School Age Care Centre Enterprise Agreement 2018](#)

- [NSW and ACT Catholic Systemic Schools Enterprise Agreement 2020](#)
- [NSW and ACT Catholic Systemic Schools Principals Enterprise Agreement 2020](#)
- [Leadership Capability Framework](#)
- [Religious Education Framework](#)
- [Religious Education Coordinator Role & Responsibilities Policy](#)

6.2 Related Legislation or Standards:

- [The Fair Work Act 2009](#)
- [Discrimination Act 1991](#)
- [Disability Discrimination Act 1992](#)
- [Age Discrimination Act 2004](#)
- [Racial Discrimination Act 1975](#)
- [Privacy Act 1988](#)

7. Contact

- 7.1 For support or further questions relating to this policy, email people.culture@cg.catholic.edu.au.