

Title	Recruitment Policy
Description of policy	This policy details the principles, policy and legislative requirements for conducting recruitment activity at Catholic Education, Archdiocese of Canberra & Goulburn (CECG).
Required because	Provides CECG employees undertaking recruitment processes with an understanding of the principles, policies, and legislative requirements that apply to recruitment activity at CECG.
Description of changes	Update to Recruitment Policy: <ul style="list-style-type: none"> • Advertising • Selection and Recruitment • Selection Panel Responsibilities • Legal requirements for temporary engagements
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 type="checkbox"/> Staff and students
Status	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

Publication location	Intranet and Public Website
Related documents	Delegation of Authority Catholic Education Office, Archdiocese of Canberra and Goulburn, Enterprise Agreement ACT Catholic Education Early Learning Centre and School Age Care Centre Enterprise Agreement NSW and ACT Catholic Systemic Schools Enterprise Agreement NSW and ACT Catholic Systemic Schools Principals Enterprise Agreement Leadership Capability Framework Accreditation to Work, Teach and Lead in CECG Religious Education Coordinator Role & Responsibilities Policy Memorandum of Understanding Promotion Appointments Promotion Appointments Policy Restructure Redeployment and Redundancy Policy CEO Employee Guide Complaints Policy
Intranet category	Employment
Review date	1 September 2025
Trim reference number	R530647

Approval authority for this version:	People and Culture Leader
Approval date:	27 September 2023
Accountable authority	People and Culture Leader
Responsible officer	Senior Officer, Recruitment and HR Operations

1. Summary	3
2. Recruitment Policy.....	3
3. Identifying a Vacancy	3
4. Advertising	4
5. Selection and Recruitment.....	5
Panel	5
Assessment of Applicants	5
6. Religious Conviction.....	6
7. Order of Merit.....	7
8. Notification	7
9. Appeal	7
10. Advertising, Recruitment and Selection Process	7
11. Definitions.....	8
12. Related Documents and Legislation.....	8
13. Contact.....	9
14. Appendix 1 – Guide to Recruitment Selection Panel Composition	10
15. Appendix 2 – Exceptions on Limitations for Fixed Term Contracts	12
16. Appendix 3 – Acceptable Reasons for Engaging a Teacher on Temporary Contract.....	13

1. Summary

- 1.1 This policy outlines the principles, policy and legislative requirements for conducting recruitment activities in Catholic Education, Archdiocese of Canberra and Goulburn (CECG).
- 1.2 Recruitment activity includes, advertising, selection, recruitment, notification of outcomes and generation and issuing of employment documents.
- 1.3 This policy applies in all CECG workplaces to advertise, select and recruit casual, temporary and permanent employees.
- 1.4 This policy does not apply to the engagement contractors (for example consultant).

2. Recruitment Policy

- 2.1 Recruitment and selection processes must:
 - Comply with anti-discrimination laws and any legal protections afforded to individuals
 - Comply with CECG policy including:
 - CE Delegation of Authority
 - Conflicts of Interest
 - Confidentiality
 - Records Management Policy
 - Accreditation to Work Teach and Lead Policy
 - Restructure Redeployment and Redundancy Policy
- 2.2 Comply with employment laws, including Enterprise Agreements, relevant awards and the Fair Work Act 2009 (the Act).
- 2.3 Consider an individual's requirements in terms of the selection process, and provide reasonable adjustments in the context of equal opportunity.
- 2.4 Be conducted in a timely manner, including the requirement to notify individuals of the outcome of a recruitment process as soon as practicable following a delegate's decision.
- 2.5 Be conducted without bias or favouritism whether conscious or unconscious.

3. Identifying a Vacancy

- 3.1 Workplaces identify a vacancy which may be the result of:
 - An employee cessation
 - An employee taking a leave of absence
 - The establishment of a project team for a defined period
 - The growth of a workplace.
- 3.2 A vacancy may be filled by another employee who is potentially excess to requirements in accordance with the Restructures, Redeployment and Redundancy Policy.
- 3.3 In the first instance, where a workplace has determined the requirement to create new positions resulting from a project or growth, the workplace must consult with:
 - The Performance and Improvement Leader if in a school
 - The General Manager, Early Learning if in an early learning centre

- The Finance Service Area of the Catholic Education Office (CEO) regarding the budget position of the Service Area and/or the CEO
 - The People and Culture Service Area of the CEO regarding any employment conditions.
- 3.4 Depending on the workplace and the nature of positions, the creation of new positions may require full justification in writing following consultation as above, including the budget allocation and consideration of other factors such as employee conditions. The Executive Director or People and Culture Leader reserve the right to deny a request to create a position or positions.

4. Advertising

- 4.1 Advertising of a vacancy is required for:
- Permanent appointment
 - Temporary filling for one school term or longer.
- 4.2 An advertisement must clearly indicate whether the vacancy is permanent, temporary, or casual.
- 4.3 Advertising may be conducted internally on the CECG intranet as an Expression Of Interest (EOI), or externally in the open and public market on the CECG Career's webpage and other public platforms as deemed appropriate.
- 4.4 Advertisements must include a Position Description (PD) that has been prepared using an official CECG template, and the PD must describe the duties and essential selection criteria.
- 4.5 At a minimum, an advertisement must detail:
- The classification and remuneration of the position
 - The physical location
 - The duties to be undertaken by the incumbent of the position
 - Whether the position has managerial or supervisory responsibilities
 - The qualifications, registrations, accreditations, whether or not there is a requirement to be Catholic, and licenses the incumbent must possess in accordance with legislation and CECG policy.
 - Whether the vacancy is for permanent or temporary filling. If the vacancy is temporary:
 - The duration of the vacancy must be stated
 - To back fill for an incumbent who is taking parental leave, a statement regarding this fact, including that the incumbent is entitled to return from parental leave in accordance with the Act
 - Assess whether any of the exceptions to limitation on fixed term contracts apply (a summary of the Act requirements detailed in Appendix 2 of this policy) and
 - To back fill for a teaching position, the reason for the vacancy (other than to backfill for parental leave) must accord with the NSW and ACT Catholic Systemic Schools Enterprise Agreement and the Act in accordance with the exceptions outlined in the Secure Jobs (Better Pay) and summarised in Appendix 2 of this policy.
 - Whether the position is identified for filling by an individual or individuals from a designated group such as Aboriginal and Torres Strait Islander or Person with Disability.

- 4.6 The Executive Director or People and Culture Leader reserve the right to place an advertisement on hold, for example to assess any budget impact, and whether an employee who is identified as potentially excess, is suitable for redeployment in accordance with the Restructures, Redeployment and Redundancy Policy.

5. Selection and Recruitment

Panel

- 5.1 A recruitment selection panel must be established to consider applicants for a vacancy. The panel should consist of a chair and other suitably qualified members, including a member who is independent of the business unit in which the vacancy exists.
- 5.2 A guide to appropriate panel composition for specific positions is provided in Appendix 1.
- 5.3 Panel members:
- May be required to be available to shortlist applicants for further assessment of suitability
 - Must be available to be involved in any interview process or assessment activity, including participating in note taking and posing questions to candidates
 - Provide specialist knowledge to assist with determining applicants' suitability for a position
 - Should reach a consensus on a recommendation to the delegate, however if no consensus can be reached, the chair is authorised to make the final recommendation to the delegate
 - Provide information and a recommendation to assist a delegate to make a decision.
 - Conflicts of Interest
- 5.4 A conflict of interest occurs when a panel member has a close relationship with, or is a direct relative of an applicant for a position.
- 5.5 When convening a selection panel, the chair should conduct a risk assessment and determine if there is potential for a conflict of interest including of their own involvement in the recruitment activity.
- 5.6 Panel members must declare, any perceived or actual conflicts of interest that may arise as a result of their participation in a recruitment activity and selection panel.
- 5.7 In the event of a conflict of interest, the party or parties involved must step down. A possible outcome may also include that a new panel is convened.

Assessment of Applicants

- 5.8 Applicants will be considered for shortlisting based on:
- Qualifications, registrations, accreditations and licenses
 - Evidentiary documents required to meet the criteria for any designated group if so identified in the advertisements (for example, person with disability or Aboriginal and Torres Strait Islander)
 - Skills, knowledge and experience
 - Response to essential criteria and ability to meet the inherent requirements of the role as defined in the PD.
- 5.9 Following shortlisting, suitable candidates may be interviewed or undergo an assessment activity. As an example, an assessment activity may take the form of role play, assessment of literacy and numeracy capabilities, or other practical or theoretical activity.

- 5.10 The following must be communicated with an applicant who is invited to interview:
- The time and location that the interview will take place, including whether in person or using an online platform
 - The format if it includes pre-reading, submission of an assessment piece
 - Any other documents that may be required to be viewed by the panel.
- 5.11 The following may be used to assess an individual's suitability for a position:
- Written application and resume
 - Performance at interview or other assessment activity
 - Referee comments or written referee reports.

Referees

- 5.12 Where one or more candidates are assessed as suitable for appointment to a vacancy following the interview or assessment activity, the candidates' nominated referees will be contacted. An exception may apply where a nominated referee is also a member of the recruitment selection panel, in which case the reference may be provided prior to interview.
- 5.13 Generally, the contact details of two references will be sought from candidates, however exceptions may apply, for example, where the candidate is known to the organisation, or the candidate only has one prior employer.
- 5.14 Depending on the role, the task of contacting of referees may be completed by a panel member, in the case of a school, or by a member of the People and Culture Service Area in the case of a CEO role, or school leadership role.

6. Religious Conviction

- 6.1 CECG and its schools are conducted in accordance with the doctrines, beliefs and teachings of the Catholic religion.
- 6.2 The CECG Accreditation to Work, Teach and Lead Policy prescribes the levels of accreditation required at each classification.
- 6.3 Position descriptions and selection criteria must prescribe the accreditation levels as set out in the CECG Accreditation to Work, Teach and Lead Policy.
- 6.4 In accordance with the CECG Accreditation to Work, Teach and Lead Policy, school leaders (Principal, Deputy Principal, Religious Education Coordinator, and teachers of Religious Education) are required to be Catholic. This is to ensure that CECG schools are staffed by leaders that represent the Catholic church and lead the evangelical mission of the Church in their school communities.
- 6.5 Advertisements for vacancies for school leadership positions must state the requirement to be Catholic.
- 6.6 Candidates for school leadership positions must model Catholic values by ensuring that the teachings of Christ are central to the education of students and the work of employees. An assessment of the ability of the candidate to demonstrate a practical commitment to Catholic education, 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 will be assessed during the selection process.

7. Order of Merit

- 7.1 Where a panel has considered and found more than one candidate suitable for appointment, the suitable candidates must be listed in order of merit with the most meritorious candidate listed first.
- 7.2 Where more than one vacancy exists (either temporary or permanent), for a recruitment selection process, other suitably qualified candidates may be appointed from the order of merit.
- 7.3 An order of merit list may be used to fill subsequent vacancies within a 12-month period and may be used to fill other matching vacancies.

8. Notification

- 8.1 Applicants must be notified in writing as soon as possible following an assessment of their suitability for a role. The following applies:

Unsuccessful	In writing if not shortlisted for interview or further assessment.
	Firstly by phone, and then in writing if shortlisted for interview. Notification occurs following acceptance of an offer of employment by the preferred candidate/s.
Successful	By phone, and in writing through the issuing of an official employment contract.

9. Appeal

- 9.1 An applicant or candidate who is dissatisfied with an outcome of a selection process may submit a complaint in accordance with the [Complaints Policy](#).

10. Advertising, Recruitment and Selection Process

Step	Stage of Process	Actor and Action
One	Identify vacancy	CECG workplaces identify a permanent or temporary vacancy.
Two	Review/amend/create PD	In accordance with clause 4.5 of this policy, CECG workplaces review and amend as appropriate, or create a PD
Three	Determine requirement to advertise	CECG workplaces determine the need to advertise in accordance with this policy and/or enterprise agreement. An applicant may be directly appointed to a vacant position without the need to advertise for a short-term vacancy, or a position may be advertised internally on the intranet, or externally in the open market.
Four	Raise a job card in PageUp	Depending on the advertising requirements, CECG workplaces raise a job card in PageUp to advertise a vacancy.
Five	Review requests for advertising	The People and Culture (P&C) Service Area of the Catholic Education Office reviews requests for advertising to ensure compliance with legislation and policy and may seek further information if required. The Executive Director or P&C Leader reserve the right to deny or pause advertising and recruitment activity.
Six	Advertise	P&C posts the vacancy as per the requirements of the workplace. Posting may be to external job boards.

Seven	Convene panel	Depending on the vacant position, the chair or P&C convenes a recruitment selection panel. A guide to panel composition is provided at clause 14, Appendix 1 of this policy.
Eight	Shortlist	The panel shortlists applicants for suitability and further assessment.
Nine	Contact shortlisted applicants	Depending on the vacant position, the workplace or P&C contacts shortlisted applicants to arrange interviews or further assessment.
Ten	Conduct interview or assessment	The panel interviews or undertakes an assessment activity.
Eleven	Make a recommendation	The panel reaches a consensus on a preferred candidate/s and makes a recommendation to the delegate of the preferred candidate/s.
Twelve	Make a decision	The delegate makes a decision and notifies the panel and P&C.
Thirteen	Notify	CECG workplaces or P&C notify applicants of the outcome of a selection process in accordance with clause 8.1 of this policy.

11. Definitions

- 11.1 **Delegate:** the individual in a position that has the authorisation and accountability for decisions for which the outcome generally has a financial implication.
- 11.2 **Excess:** an employee who is considered potentially surplus to the staffing requirements of an organisation resulting from a restructure or major workplace change.
- 11.3 **Order of merit:** a list of candidates sorted in order with the preferred or most meritorious candidate first.
- 11.4 **PageUp:** the e-Recruitment system or application. PageUp is administered by the Recruitment team within the People and Culture Service Area. PageUp is used to submit a request to advertise (raise a job card) and for raising an offer of employment to an individual.

12. Related Documents and Legislation

12.1 Related CECG Documents:

- [Delegation of Authority](#)
- [Leadership Capability Framework](#)
- [Accreditation to Work, Teach and Lead](#)
- [Religious Education Coordinator Role & Responsibilities Policy](#)
- [Complaints Policy](#)
- [Restructure Redeployment and Redundancy Policy](#)

12.2 Related legislation or Standards

- [Catholic Education Office, Archdiocese of Canberra and Goulburn, Enterprise Agreement](#)
- [ACT Catholic Education Early Learning Centre and School Age Care Centre Enterprise Agreement](#)
- [NSW and ACT Catholic Systemic Schools Enterprise Agreement](#)
- [NSW and ACT Catholic Systemic Schools Principals Enterprise Agreement](#)
- [Fair Work Act 2009](#)

- [Secure Jobs, Better Pay](#)

13. Contact

- 13.1 For support or further questions relating to this policy, contact the CECG People and Culture Service Area.

14. Appendix 1 – Guide to Recruitment Selection Panel Composition

Role	Position Title
Principal	Executive Director, Catholic Education (chair)
	People and Culture Leader
	Performance and Improvement Leader
	Peer Principal
	Parish Priest
	School Council Representative
Assistant Principal	Principal (chair)
	Performance and Improvement Leader
	Peer Assistant Principal or another Principal as determined by the Principal
	Parish Priest
	School Council Representative
School Bursar or Business Manager	Principal (chair)
	Catholic Education Office (CEO), Chief Financial Officer or other member of the senior member of the CEO Finance and Infrastructure Service Area
Religious Education Coordinator	Principal (chair)
	Assistant Principal
	Member of the Catholic Identity Team
	Parish Priest
Coordinator	Principal (chair)
	Assistant Principal
	Peer Coordinator or Religious Education Coordinator as determined by the Principal
	Any other member selected by the Principal
Teacher	Either the Principal or other member(s) of the school leadership team (Assistant Principal, Coordinator), may chair as determined by the Principal
	Other members, as determined by the Principal or chair
General Employee	Supervisor or Bursar (chair)
	Other members as determined by the chair
Early Learning Centre Director	General Manger, Early Learning Centres (chair)
	Peer Early Learning Centre Director
	Parish Priest
	Representative from People and Culture, as determined by the chair
Executive Director, Catholic Education	Archbishop
	Episcopal Vicar of Education
	Chair of the Catholic Archdiocese of Canberra and Goulburn Education Ltd Board
	Peer executive member from another Diocese, or Industry Leader as determined by the Archbishop
Deputy Director	Archbishop or Episcopal Vicar for Education, as determined by the Archbishop
	Executive Director, Catholic Education (chair)
	People and Culture Leader

	Other executive members, as determined by the Executive Director or Archbishop
Catholic Education Office Executive (Deputy Director, Service Area Leaders, Catholic Identity Officer)	Executive Director, Catholic Education (chair)
	People and Culture Leader
	Other members as determined by the Executive Director
	Other members as determined by the Service Area Leader which may include a member of the People and Culture Service Area
Catholic Education Office Specialist	People and Culture Leader; or Other senior member of People and Culture as determined by the People and Culture Leader
	Service Area Leader (chair)
	Other member of executive, as determined by the chair
Catholic Education Office Employees	Service Area Leader or Direct Supervisor (chair)
	Other members as determined by the Service Area Leader which may include a member of the People and Culture Service Area

15. Appendix 2 – Exceptions on Limitations for Fixed Term Contracts

15.1 The information contained in Appendix 2 is a summary of the fixed term exceptions that apply to fixed term contracts as prescribed by the Fair Work Act 2009.

15.2 If you require further information or clarification on the exceptions to a proposed advertisement, contact recruitment@cg.catholic.edu.au.

Limitations on the use of fixed-term contracts

15.3 Fixed term contracts cannot be used where:

- The fixed term contract is longer than two (2) years;
- The fixed-term contract contains an option to renew for another term, such that the employee may be employed for longer than an overall term that is more than two (2) years; or
- The fixed-term contract provides for an option or right to renew or extend the contract more than once.
- Exceptions to the limits on fixed-term contracts

15.4 Exceptions apply to the limitation on use of fixed term contracts. These exceptions include when an employees is engaged:

- To perform only distinct and identifiable tasks requiring specialised skills;
- To perform essential work during a peak demand period, emergency, or a temporary absence of another employee;
- Under a training arrangement or government funding arrangement of no more than two (2) years;
- The employee earns above the high-income threshold for the year in which the contract is entered into (\$167,500 pa as of September 2023);
- The employee is appointed to a governance position that is time limited under the governing rules of a corporation or association;
- The position is wholly or partly government- funded for more than two (2) years and there is no reasonable prospect that the funding will be renewed at the end of that period; or
- A modern award permits the use of fixed-term contracts in those circumstances and permits the term of the contract
- Non-compliance and anti-avoidance.

15.5 If CECG fails to comply with the fixed-term contract limits, then the expiry date in the contract will be considered invalid but all other terms of the contract will remain valid.

15.6 CECG, and its employees, must not take any action that is aimed at circumventing the limitations on fixed term contracts.

16. Appendix 3 – Acceptable Reasons for Engaging a Teacher on Temporary Contract

- 16.1 The information contained in Appendix 3 is a summary of the acceptable reasons for engaging a teacher on a temporary contract as prescribed under clause 11.6 of the NSW and ACT Catholic Systemic Schools Enterprise Agreement.
- 16.2 If you require further information or clarification on engaging a teacher on a temporary contract, then please contact recruitment@cg.catholic.edu.au.

Arrangements for Temporary Teachers

- 16.3 A Teacher may be employed as a temporary Teacher in the following circumstances:
- Where a Teacher is employed to replace a Teacher on leave or secondment
 - Where a school's staffing is to be reduced in the following year overall or in a department (in a secondary school). This may include but is not limited to circumstances such as declining enrolments or school amalgamations
 - Where a Teacher is employed on a specific program not funded by the Employer, or a new program or initiative funded by the Employer which is not of an ongoing nature
 - Where a Teacher resigns during a school year and the usual Employer practice is that such positions are filled on a temporary basis or
 - Where an ongoing position has not been able to be filled using normal selection criteria and the Teacher has been informed of this in writing prior to the appointment.