

RECRUITMENT AND SELECTION POLICY

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1. PURPOSE

This policy provides a framework and structure for all members Morling College that are engaged in recruitment and selection of staff. This policy also informs staff and potential applicants of the principles that inform this framework.

2. DEFINITIONS

The following definitions apply for the purpose of this policy:

Key Term or Acronym	Definition
Adjunct	Non-permanent academic teaching only role, employed on sessional basis.
Assembly	Formal gathering of the Baptist Churches of NSW & ACT.
Board	Morling College Board
Casual	Non-permanent employment engaged on an hourly basis to cover fluctuations in business, employee leave.
C-Suite Officers	Leadership team members who work directly with the Principal.
CAdO	Chief Administrative Officer
Fixed term	Sometimes referred to as temporary or contractor employment. This refers to a position which is for a fixed length of time and accordingly has an agreed end date on the letter of offer.

Full Time (F/T)	Permanent employment for 38 hours per week or 76 hours per fortnight.
JDF	Job Description Form i.e., an employee's position description.
Manager	The manager or team leader who directly supervises the relevant staff member per the latest organisation chart.
MC	Morling College
Part Time (P/T)	Permanent employment for less than 38 hours per week or 76 hours per fortnight.
Principal	The Principal of Morling College

3. SCOPE

This policy applies to all staff members of Morling College and any applicants and potential applicants.

4. POLICY STATEMENT

Morling College (MC) is committed to the mission of equipping and shaping Christ-centred followers to impact the world. It therefore seeks to recruit committed Christians with demonstrated Christian character, actively involved in a local Christian church, and with the ability to work within this mission and effectively fulfil their role.

The MC recruitment and selection process will be candidate-centric i.e., equitable, procedurally fair, and timely. It will use open and merit-based recruitment and selection processes that are aligned with the Christian ethos, values, and strategic and operational needs of MC to ensure a diverse and committed team of skilled, competent, and experienced staff. Our processes will also comply with relevant statutory requirements.

5. PRINCIPLES

Merit Selection

- 5.1 All positions will be recruited based on merit, whether recruitment is internal or external and regardless of the position's grade or employment status (casual, part time, full time or fixed term).
- 5.2 Procedures for recruitment and selection are reviewed at least biannually to ensure they meet relevant statutory requirements and best practice.
- 5.3 Where two or more candidates equally satisfy the selection criteria, competencies and qualifications for a role, preference should be given to the candidate whose appointment would best enhance the cultural diversity and balance of genders within the staff team.
- 5.4 MC will make available all externally advertised positions to existing personnel by means of an internal job board to enable the career development of existing staff.
- 5.5 MC requires that all vacant positions are advertised internally as a minimum. Exceptions to this can be approved by the Principal or Board in consultation with the Chief Administrative Officer (CAO).

Staff Code

- 5.6 Signing an agreement with and upholding the *Staff Code* is a requirement for employment.

Approvals

- 5.7 For the filling of vacant positions other than Principal and C-Suite Officers:
- 5.7.1 Approval to fill vacant positions will be given by the CAoD with reference to strategic need, budget and job description provided by the supervising manager.
 - 5.7.2 Proposed positions outside of the budget or existing organisational structure will be discussed with the Leadership Team and Principal, in compliance with Board policies on variations to the budget.
- 5.8 For the filling of vacant positions for the Principal and C-Suite Officers:
- 5.8.1 Approval to fill vacant positions in the C-Suite will be given by the Board in consultation with the Principal.
 - 5.8.2 Approval to fill the Principal position is given by the Board.
- 5.9 Appointment approvals for various positions is as per the *Delegations Policy*:
- 5.9.1 The Principal is appointed by the Assembly, on the recommendation of the Board.
 - 5.9.2 C-Suite Officers are appointed by the Board.
 - 5.9.3 Board working sub-committees are appointed by the Board.
 - 5.9.4 Positions with “Dean”, “Director” or “Manager” in the title, not including “Associate Dean” titles, are appointed by the Principal and relevant C-Suite Officer, subject to ratification of the Board before employment contract is sent.
 - 5.9.5 Associate Deans, Senior Lecturers, and Lecturers including Adjunct Lecturers are appointed by the Vice-Principal (Academic) together with the CAoD and relevant dean, subject to ratification of the Board before employment contract is sent.
 - 5.9.6 Senior administrative staff and other administrative staff are appointed by the CAoD together with relevant C-Suite Officer and relevant dean, director or manager.

Academic Staff Requirement for Bible and Theology

- 5.10 In keeping with the resolution of Board in October 2001, at any given time, at least 75% of the permanent and adjunct academic staff in the Faculty of Bible and Theology must be members of Baptist churches.

Job Description Forms (JDF)

- 5.11 All positions are required to have JDFs completed prior to undertaking the recruitment process.

- 5.12 Supervising managers are responsible to ensure all JDFs are reviewed regularly as part of the annual performance development and review process.

Employment of Family Members

- 5.13 MC will not appoint immediate family members of existing employees to permanent positions, except with express approval of the Board.
- 5.14 Non-permanent employment of family members is permitted where there is no conflict of interest.

Direct Appointment

- 5.15 There are legitimate circumstances when a person may be directly appointed into a position without going through a competitive selection process, as per the *Recruitment and Selection Procedure*. An example would be to procure a high-quality employee in a timely way, or the transfer of an employee with particular skills within the organisation.
- 5.16 The direct appointment of non-permanent positions of 12 months or less may be approved by the CAoD. A candidate for direct appointment would be invited to apply by submitting an application for the position, including a resume and response to the selection criteria.
- 5.17 For all direct permanent appointments:
- 5.17.1 The recruiting manager will ensure the candidate meets the selection criteria, possessing the qualifications, skills, experience and competencies to meet the requirements of the role, and that referee reports are satisfactory.
 - 5.17.2 The Principal is to be consulted prior to an employment offer being made by the delegated authority.
- 5.18 The standard reference and pre-employment checks apply to direct appointments.

Privacy

- 5.19 Applications received contain personal information that is subject to the *Privacy Act 1988* and are required to be held confidentially.
- 5.20 Applicants have a right to request a copy of information MC holds about them at any time and can also request its destruction or return.

6. RELATED DOCUMENTS AND LEGISLATION

Internal

- Delegations Policy
- Discriminations, Bullying and Harassment Policy
- Privacy Policy
- Recruitment and Selection Procedure
- Remuneration and Benefits Policy
- Staff Code

External

- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1977 (NSW)
- Australian Human Rights Commission Act 1986 (Cth)
- Community Relations Commission and Principles of Multiculturalism Act 2000 (NSW)
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 1984 (WA)
- Fair Work Act 2009 (Cth)
- Privacy Act 1988 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Workplace Gender Equality Act 2012 (Cth)

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
5.00	MC Board	22 July 2024	22 July 2024	Equal Employment Opportunity Policy brought into this policy and made redundant. Other minor updates to policy references etc.
4.00	MC Board	3 April 2023	3 April 2023	Updated language, moved preference clause from process to policy, changed approvals as per delegations policy.
3.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords. Update responsible officer and contact.
3.0	MC Board	24 September 2019	24 September 2019	Policy content extracted from the amended MC Recruitment and Selection Policy May 2015, streamlined and formatted into template. Specified that the 75% rule applied only to permanent and adjunct academics on Bible and Theology. Included requirements in regard to the Community Code. Added that standard reference and pre-employment checks apply to direct appointments. Job titles updated to reflect changes in roles and structure
2.0	MC Board	15 May 2018	15 May 2018	
1.	MC Board	2015	2015	

Download this policy anew with each use, as it may have changed.