

## Recruitment & Selection Procedures

### Rationale

Employment practices at Luther College are developed in accordance with Lutheran Education Australian and the requirements of the law. At Luther College we are committed to ensuring that our recruitment practices create a safe environment for our staff and students. To this end we have established policies and procedures for recruiting employees, Council members and volunteers and for assessing their suitability to work with children.

Our recruitment processes are designed to ensure suitably qualified, competent and appropriate staff, Council members and Volunteers who share and support the College's mission and values are sought, selected and appointed. Our recruitment processes are also designed to discourage inappropriate people from working within the College.

The appointment of staff who hold both personal and professional qualities appropriate to their role is crucial for the development of an educational environment where Christ is central, excellence is pursued and relationships are valued.

Each job description for staff involved in child-connected work has a clear statement that sets out the requirements, duties and responsibilities regarding child protection for those in that role and the occupant's essential qualifications, experience and attributes in relation to their suitability to work with children. All applicants for child-connected work at the College are informed about these requirements and the College's child protection practices prior to commencing work at the College.

The purpose of these procedures is to provide a transparent and consistent statement of recruitment and selection philosophy and procedure, which forms the basis of all employment at Luther College.

### Scope

These procedures apply to all members of the College community, as well as members of the public who are applying for vacancies at the College.

These procedures are to be read in conjunction with other College policies, guidelines, codes and procedures which address wellbeing and conduct, including the Positive Workplace Policy, Child Protection Program, and Workplace Gender Equality Guidelines.

### Principles

Luther College is a Lutheran school and, as such, reserves the right to make decisions regarding employment based on suitability in supporting the ethos and values of the College, College expectations and policies.

- Successful candidates will be selected based on the principles of merit, suitability for the position and suitability for the College.
- The best interest of students is paramount in employment consideration.
- Luther College is an equal opportunity employer, and as such, gender equality and equal opportunity is included in employment consideration.
- Full and frank disclosure is expected of all applicants.
- A mutual commitment to privacy and confidentiality is expected during all recruitment processes, in accordance with the Privacy Policy.

## Processes

### Identifying a Need for a Position

A position may require advertising and replacement following a resignation, retirement, promotion, taking of leave or any other departure. A position may also arise as a result of an increase in the workload/student numbers of a particular department or faculty.

In addition, a review of current staffing arrangements could result in a restructure of other positions, providing new career opportunities and a more effective use of resources. This process should be in consultation with the stakeholders from the affected department(s), in accordance with process outlined in the relevant Enterprise Agreement.

### Advertisement Process

When a vacancy has been determined, Luther College will advertise the position internally using “The Grapevine”, on our College website, and externally on [Seek.com](#) and [teachers.on.net](#) (via LEA website). Newspapers, such as The Age, may also be used to advertise positions of responsibility, or in the case of multiple positions being advertised. In some instances, the position may also be advertised in the Good Shepherd Primary School newsletter. The avenues used may vary at the discretion of the Principal.

Some positions will require responses to Selection Criteria, which will be specified in the advertisement. Candidates interested in the vacant position must be qualified in their relevant field, be VIT registered for teaching positions (or hold a valid Employer Working with Children Check card for non-teaching positions), and have the right to work in Australia, with the legal documentation to confirm these requirements.

A closing date will be provided for all positions to ensure a fair process. Unless in extenuating circumstances, the period of advertising should be no less than 14 days.

### Application Process

Applications should be submitted electronically to [recruitment@luther.vic.edu.au](mailto:recruitment@luther.vic.edu.au), and will be acknowledged by way of a reply email. Applications should not be delivered personally to the College, unless an electronic copy has already been submitted. If you do not receive an email confirming receipt of application **within two business days of submission**, please contact the Human Resources Manager via (03) 9724 2000.

Applications received after the closing date **will not be accepted**, unless exceptional circumstances have been discussed with the Principal or the Human Resources Manager **prior to the closing date**.

### *Application Requirements:*

- Covering letter, indicating what attracted you to the position.
- Your full name, residential address and contact telephone numbers.
- A current Curriculum Vitae indicating current employment details, relevant experience and qualifications.
- A brief document addressing the specified Selection Criteria in the position description (only where the requirement is indicated on the advertisement).
- If you are not an Australia Citizen, you must provide details of your Working Visa along with a copy of your Visa Entitlement Verification Online (VEVO) Entitlement Check document, with your application.
- Copy of academic transcripts and professional qualifications (where requested - this may be required during the interview stage or on offer of appointment).
- Evidence of current Victorian Institute of Teaching Registration (**for all teaching roles**).
- Evidence of current Working with Children Check (Employer check) documentation (**for all non-teaching roles**).
- The names and contact details of three professional referees who may be approached in confidence. Two of the referees must be, or have been, your immediate line managers.
- If applications are submitted in hard copy (in addition to electronically), plain white A4 paper, with a single staple in the top left hand corner is the required presentation.
- Applications should be addressed and emailed (via [recruitment@luther.vic.edu.au](mailto:recruitment@luther.vic.edu.au)) to:  
Human Resources Manager  
Luther College  
1-39 Plymouth Road  
CROYDON HILLS VICTORIA 3136

### **Screening and Selection Process**

It is our policy that all new staff, members of the College Council, and Volunteers undergo rigorous screening including:

- a VIT/Working with Children Check clearance status;
- personal identity verification and background checking;
- verification of professional or other qualifications relevant to the job;
- an examination of their history of child-connected work; and
- reference checking that addresses the person's suitability for the job and working with children.

Prior to the closing date, an Interview Panel, consisting of a Panel Chair (a member of the Strategic and Operational Management Team) and two other staff members (usually the position's line manager and another member of the Strategic and Operational Management Team) will be appointed. A gender balance will be required for all interview panels.

Only in special circumstances will a peer be on the interview panel. Any conflicts of interests must be raised by the interview panel members prior to shortlisting. The Principal or Human Resources Manager will determine if the Panel Member is appropriate to continue to be a member of the Panel.

On the day after the closing date, the shortlisting process will commence. Shortlisting will be completed by the Panel Chair with the support of other Panel Members.

Those shortlisted will receive a phone call and an interview arranged by the Human Resources Manager. The shortlisted candidates will receive an interview confirmation email with the full names and positions of the interview panel members.

Candidates may be required to bring in original documentation for qualifications which will be sighted with a copy held on the successful candidate's personnel file.

Candidates not shortlisted for interview will be advised by email. Due to the large volume of applications received, feedback to non-shortlisted candidates is not possible.

During the interview, candidates will have the opportunity to confirm whether Luther College has permission to contact their referees. Should a candidate require time to notify their current employer/referee that they have been shortlisted, one business day will be provided.

### **Appointment of a Successful Candidate**

Once the screening process has concluded, an offer will be made to the successful candidate upon the completion of positive reference checks, and the authentication of relevant qualifications.

Interviewed candidates that are unsuccessful in being appointed will be advised via telephone with feedback provided where possible.

Appointed candidates will be asked to bring in proof of identity – their Working with Children Check card or VIT Registration card AND either a drivers licence or passport. Proof of identity documents are original or certified copies of identifying documents that total 100 points of identification. Original documents will be sighted and photocopies of documents taken, noting that the originals have been sighted, and placed on the appointed candidate's personnel file.

The full recruitment process for a position can take up to four weeks to finalise from start to finish – depending on the amount of applications received.

Applicants can make contact with the Human Resources Manager on (03) 9724 2000 or [recruitment@luther.vic.edu.au](mailto:recruitment@luther.vic.edu.au) to query the status of their application and the recruitment process.

### **Internal Positions**

For internal positions, including short-term leave coverage, the College may choose to invite existing staff members to express interest via an internal advertisement in "The Grapevine". In some circumstances, the College may ask an appropriate member of staff to act in a position whilst the incumbent takes leave, or as a temporary measure until the College is in a position to commence the advertisement and recruitment process. The appointment of successful candidates for internal positions will be subject to the operational requirements of the College being met.

### **Destruction of Applications**

In accordance with the Luther College Privacy Policy, the [Employment Application Collection Notice](#) provides detailed information on the destruction of applications.

## Review

These procedures will be reviewed every three years, or as required by legislation.

## Guiding Internal Documents

- Positive Workplace Policy
- Child Protection and Safety Policy
- Part-time Employment Guidelines
- Casual and Volunteer Engagement Procedure
- Luther College Privacy Policy
- Workplace Gender Equality Guidelines

**Date of Endorsement:** 30 June 2016

**Responsibility of Implementation:** Principal

**Document Owner:** Human Resources Manager

**Document to be Reviewed:** June 2019