

## Recruitment and Selection Policy

### Aim

The aim of this policy is to ensure that a fair and consistent approach to the recruitment and selection of employees is maintained in order to provide equal opportunity to all candidates seeking employment with TasWater, regardless of their background and life experience. This policy will ensure that the recruitment and selection process adheres to both legislative requirements, and is consistent with our values and behaviours, and supports our goal to be a diverse and inclusive organisation by removing barriers to employment.

### Compliance Obligations

- *Fair Work Act 2009* (Cth)
- *Workplace Gender Equality Act 2012* (Cth)
- *Anti-Discrimination Act 1998* (Tas)

### Definitions

**Hiring Manager:** means the TasWater employee who initiates the recruitment process, and to whom the vacant position generally reports.

**Conflict of Interest:** means a set of circumstances that creates a risk that a person's professional judgment or actions may be, or perceived to be, unduly influenced. Examples of a conflict of interest can include; where a panel member has a current or prior relationship with a candidate (either professional and/or personal, including a family member) or a non-work related interest in the candidate being selected to fill a vacant position.

**Talent Pool:** a group of employees that have been identified as high performing and high potential individuals with the capability to assume greater responsibility and reach senior leadership levels within the business.

### Policy

This policy applies to all recruitment and selection activities conducted within TasWater.

Selection to any position will be based on merit. This will include assessment of experience, knowledge, qualifications and ability to perform the key accountabilities outlined in the position description and to demonstrate TasWater's values and behaviours. Where there is equal merit between an internal and external candidate, preference should be given to the internal candidate.

Recruitment and selection decisions will not be based on any factors which could be deemed as discriminatory including the person's gender, race, age, sexuality, religion, disability or any other similar factor or characteristic identified under relevant legislation. Advertisements will be written in a way that does not discourage any person from applying or imply that only certain applicants will be considered.

All reasonable adjustments will be made during the recruitment process to ensure those who identify with a disability or impairment can participate fully in the process.

Recruitment will be undertaken in accordance with the following principles:

- All permanent vacant positions will be advertised internally and external advertising may be undertaken simultaneously. All advertising of positions will be done through the Recruitment team in People and Safety

- For any vacant position, preference must be given to an employee whose substantive position has been abolished and that person is eligible for redeployment, where they can demonstrate an appropriate level of skill and can satisfy the minimum requirements outlined in the position description
- Former employees that have been made redundant from TasWater and received an eligible termination payment are excluded from being re-hired or engaged through Labour Hire for a period of two (2) years from the date of separation
- A General Manager may approve the direct appointment of an employee to a position for up to six months on an acting or secondment basis without the need to advertise the role
- A General Manager may approve the direct appointment of an employee to a position where they have been seconded, are acting in a role or have been appointed on a fixed term basis where an open selection process was conducted at the outset to determine the most suitable candidate for the secondment, acting or fixed term arrangement and
- An employee may be directly appointed to a vacant position without the need to undertake a selection process, where the employee has been identified as part of the Talent Pool and the position is consistent with the employee's development plan. This will require approval of the GM People and Safety and the CEO.

## Responsibilities

### People and Safety

People and Safety is responsible for the overall management of the recruitment and selection process, including any employment-related agency engagement and the preparation of formal letters of offer. The Recruitment Co-ordinator within HR Services is to ensure all steps are completed in a timely manner.

### Hiring Manager and Selection Panel

The Hiring Manager and members of the selection panel are each responsible for maintaining a consistent, fair and equitable approach to the recruitment and selection of employees, ensuring that they declare any conflicts of interest which might give rise to actual or perceived bias and ensuring that recruitment and selection decisions are not based on or impacted by any factors that could be deemed discriminatory.

## Associated Documents

TASCDS03 Code of Conduct  
THRPOLO9 Diversity and Inclusion Policy  
THRPOL18 People Management Policy  
TASPOL25 Managing Conflicts of Interest and Related Party Transactions Policy  
THRPRO12 Recruitment and Selection Procedure  
THRFOR59 Request to Recruit Form

*Approved by the Chief Executive Officer on 21 February 2019.*



CEO