

Recruitment and Selection Policy

At a Glance

This policy supports best practice recruitment to ensure Five Good Friends attract, select and appoint people with the skills, knowledge, experience, qualifications and attributes to provide and grow our services and products. Five Good Friends make appointments aligned to the requirements of the role, the future business strategies, legal and regulatory requirements as well as the candidates fit with our values and culture.

Scope

- All Five Good Friends Employees. The management team are responsible for:
 - providing leadership and guidance and commitment to this policy
 - ensuring all recruitment and selection activities are undertaken in accordance with this policy
 - ensuring the business has the right resources to provide a high-quality service, and
 - making and approving decisions for the recruitment to key roles.

Objective

To provide clear understanding of Five Good Friends approach to recruitment and ensure robust recruitment and selection practices to underpin high quality care and services to our members.

Definition

- N/A

Policy Statement

- Five Good Friends is committed to being an ‘Employer of Choice’ and engaging high caliber people to build a talented, agile and sustainable workforce.
- Five Good Friends strives to maintain the highest level of confidence from all Members, Helpers, families, communities and other stakeholders in our ability to attract, select and recruit the best people for each role.

- Selection will occur on the basis of merit through a fair and transparent process accepting applications from all candidates.
- Safeguards are in place ensure relevant probity screening of all candidates.
- Each opportunity must be clearly described and made available to potential applicants.
- Each role must be approved by the CEO or COO.
- Appointments must be made in line with short, medium and longer term business goals and strategies.
- We make a merit-based selection from a diverse pool of applicants to ensure the best candidate is offer the role.
- We ensure a sufficient and talented workforce aligned to our culture and products to manage capacity and meet our customer's expectations.
- We maintain the privacy of applicants.
- We use skilled and experienced recruiters.
- Where relevant decisions are collaborative across business units Directors have the delegation to make direct appointments.
- We use the relevant Five Good Friends recruitment system and contract templates.
- Probity and fitness for work screening must be ethical, transparent
- and undertaken in accordance with relevant legislation and the Five Good Friends Probity Policy.
- Five Good Friends Directors will undertake steps to ensure none of the key personnel are disqualified individuals.
- Reference checks must be undertaken prior to an offer being made.
- A person's eligibility to work in Australia must be confirmed before an offer of employment is made.
- All new workers will be provided with an induction to the role and the business, and relevant systems, policies, processes and tools.
- All new workers will agree to the Terms and Conditions of working with Five Good Friends.

References and Related Documents

Five Good Friends

- Probity Policy
- Terms and Conditions
- Code of Conduct

External

- Fair Work Act 2009
- Ant-Discrimination Act 2011

Address

Level 2, 179 North Quay, Brisbane QLD 4000

Phone

1300 787 581

- Australian Human Rights Act 1986