

Recruitment Policy

Cerebral Palsy Support Network Inc (CPSN) is committed to providing equitable employment opportunities and environments to all people. CPSN is also committed to creating and maintaining a work environment that ensures meaningful and accessible employment opportunities are available to people with Cerebral Palsy and other disabilities.

This policy and the associated procedure provides guidance on how CPSN attracts, selects, appoints and retains staff in a fair, transparent, equitable manner, ensuring CPSN complies with legislative requirements, including equal opportunity, diversity and privacy.

Record of policy development

Version	Date approved	Date for review
4	February 2024	September 2026

Responsibilities and delegations

This policy applies to:	CPSN Employees and Volunteers
Policy approval:	Chief Executive Officer; People and Culture Manager
Review of Policy Compliance	People and Culture Manager
Specific responsibilities:	CPSN Board Chief Executive Officer People and Culture Manager Deputy CEO CPSN Leadership Team CPSN Coordinators with supervisory responsibilities

Policy context - this policy relates to:

Service Standards	NDIS Practice Standards and Quality Indicators, November 2021 Version 4
Legislation	Charter of Human Rights and Responsibilities Act 2006, Victoria Fair Work Act 2009 Equal Opportunity Act 2010 Equal Employment Opportunity (Commonwealth Authorities) Act 1987 Occupational Health and Safety Act 2004 Workplace Gender Equality Act 2012 Award / Industrial Instrument (as applicable to employee)
Contractual obligations	NDIS Practice Standards
Organisation policies	Human Rights Policy and Framework Practice and Governance Policy and Framework

	Code of Conduct Diversity and Inclusion Policy Delegations of Authority Bullying and Harassment Policy Work Health and Safety Policy
Other Conventions	United Nations Convention on the Rights of People with Disabilities (CRPD), 2006

DEFINITIONS

Position Description: a formal and approved document that describes the role, responsibilities and accountabilities of a position. It is used to determine the appropriate level and salary for the position and as a key resources in performance management and staff development.

Recruitment: all activities related to the formation or review of workforce positions and the selection and appointment of staff.

Hiring Manager: the Manager of the department to who the role available will report to, and the Manager involved in the recruitment process.

Equal Employment Opportunity (EEO): when all people are treated fairly and equally in all aspects of their employment, including the recruitment process. It means everyone has equal access to employment opportunities based solely on their ability to do their job, regardless of personal attributes.

Policy Statement

The purpose of this policy is to provide information and guidance on how CPSN recruits employees and how CPSN's processes reflect inclusive practice, meeting equal employment opportunity standards in addition to maintaining CPSN's organisational values and achieving workforce strategy objectives.

CPSN is committed to equal employment opportunities (EEO), and CPSN's Diversity and Inclusion Policy and Procedure provides detail on how CPSN meet EEO legislation.

CPSN is also committed to providing clients and members with high quality services and supports delivered by people who match CPSN's values.

Principles

CPSN is committed to respect, honesty, integrity and best practice in all aspects of its operations. The following principles underpin these processes:

- ensuring equal employment opportunities are committed to in all areas of recruitment, including internal promotions
- ensuring there is no unlawful discrimination at any stage of the recruitment process, including internal recruitment and promotions
- using a merit-based and values-based approach to recruitment practices
- ensuring any real or perceived conflicts of interest are declared as soon as practicable through the recruitment process
- protecting the confidentiality of all candidates
- actively encouraging people from diverse groups to apply for positions with CPSN.

Implementing this policy

Within CPSN the following roles communicate and operationalise this policy:

- CPSN Board
- Chief Executive Officer (CEO)
- People and Culture Manager

- Deputy CEO
- CPSN Leadership Team
- CPSN Coordinators with supervisory responsibilities

Roles and Responsibilities

The Board:

The Board is responsible for delegating operational requirements and decisions to the CEO.

The CEO:

The CEO is responsible for:

- approval of employee and contractor position creation in accordance with the delegations of authority
- ensuring equitable practice is promoted and adhered to through fostering CPSN's organisation culture and workforce strategy.

People and Culture Manager:

The People and Culture Manager is responsible for:

- ensuring equitable practice in accordance with this policy and supporting industrial relations legislation
- ensuring recruitment practices are reflective of equal employment opportunity and anti-discrimination legislation
- ensuring recruitment processes are adhered to and supporting CPSN Managers and staff in facilitation of the recruitment process
- ensuring the review of policy compliance and supporting the overall integrity of this policy.

The People and Culture Manager may also have responsibilities as listed below for CPSN Leadership Team where any direct reports are included in this policy.

The Deputy CEO:

The Deputy CEO is responsible for:

- approval of Support Worker employment in accordance with the Delegations of Authority.

The Deputy CEO may also have responsibilities as listed below for CPSN Leadership Team where any direct reports are included in this policy.

CPSN Leadership Team:

CPSN Leadership Team are responsible for:

- leading and overseeing the recruitment and selection process for vacancies in their teams/departments
- not engaging in any unlawful discrimination
- ensuring any real or perceived conflicts of interest are declared as soon as practicable in the recruitment process.

CPSN Coordinators with responsibilities for supervising staff

Supervising Coordinators are responsible for the following:

- communicating and supporting staff in understanding their responsibilities under this policy
- facilitating components of the recruitment process as delegated
- not engaging in any unlawful discrimination
- ensuring procedures and work instructions are clear to staff
- monitoring implementation and contributing to review of the policy.

CPSN Employees

CPSN Employees are responsible for:

- understanding this policy
- upholding their employee obligations

- maintaining appropriate skills, qualifications and screenings/checks as required by their role, CPSN and/or applicable legislation
- upholding client safeguarding practices
- upholding work health and safety practices
- engaging in pro-active continuous improvement processes
- reporting to their manager where they are unable to meet their obligations
- at all times acting in accordance with the NDIS Code of Conduct.

Maintaining Appropriate Records

Employee records will be kept in accordance with the Fair Work Act 2009.

Records will be kept for seven years.

CPSN records are maintained using cloud-based technology systems, covering HRIS, CRM and Operational documentation.

Procedures apply to this Policy

- Recruitment Procedure
- Diversity and Inclusion Procedure
- Bullying and Harassment Procedure
- Work Health and Safety Procedure

End of document
