

Recruitment Policy Marcoola Surf Club

1. Purpose and Application

1.1 Marcoola Surf Club is committed to the recruitment, selection, appointment and ongoing support and retention of quality employees from diverse backgrounds. This Policy outlines the club's policy and principles to ensure that employee recruitment and selection practices are consistent, merit-based and in accordance with the club's needs.

2. Scope

2.1 This policy applies to permanent, part-time and casual employees covered by the Registered and Licensed Clubs Award 2020 [MA000058].

3. Principles

3.1 Recruitment and Selection occurs within a transparent and merit-based context. Eligible applicants are impartially considered at the start of the recruitment process and each subsequent stage and the best applicant for the position is appointed.

3.2 Recruitment and Selection at Marcoola Surf Club:

- is merit-based
- is a confidential process
- provides a positive experience for applicants
- is preceded by planning in relation to the organisational structure; job analysis, job design; position descriptions/position outlines, including selection criteria
- is preceded by approval to establish the position

4. Policy

4.1 Recruitment Approval

- (a) All available positions require approval by the General Manager prior to the recruitment and selection process commencing.
- (b) Key positions such as Club Manager, Assistant Manager and Head Chef are required to have endorsement from the Executive Committee to proceed with the recruitment and selection process.

4.2 Selection Criteria

- (a) Relevant selection criteria is developed for each role as per the position description.
- (b) The criteria is used as the basis of the advertisement and Interview questions.

4.3 Advertising the Position

- (a) Positions are advertised through the below channels in sequential order to ensure the club focusses on recruiting internally to support our member base:
 - (1) Expression of Interest sent to the Youth Development Team via Surf Club Lifesaving Office. (Roles Include: Floor staff, Bistro Staff, Kitchen Hands)
 - (2) Social media advertising through closed group Facebook, Instagram and email distribution lists for Marcoola Surf Life Saving members; (Roles Include: as above 1.3(a)(1) and Bar Attendants, Chefs and Duty Managers)

- (3) Email and Social Media advertising to all Marcoola Surf Club members; (All roles); and
- (4) External advertising e.g., Seek (as required and approved by General Manager)

4.4 **Review Applications**

- (a) Review and short list all applications in reference to selection criteria.
- (b) Advise unsuccessful applicants via email/letter.

4.5 **Supporters Club Committee Members - Family**

- (a) Any immediate family member of a Supporters Club Committee Member may apply and be assessed for an available role.
- (b) For the applicant to be assessed they must be or have been a Nipper, in the Youth Development Squad, or an Active/Award member.
- (c) If the candidate is assessed on merit and is the preferred candidate for the role, the General Manger will send a flying minute to all Supporters Club Committee members, other than the family member, requesting endorsement of the appointment.
- (d) A majority response in favour of the appointment will be sufficient to endorse the candidate for the role.

4.6 **Direct Appointments / Recommendations**

- (a) Pending review of the applications, the reviewing officer may recommend a direct appointment to the position.
- (b) The recommendation is to be reviewed and endorsed by the General Manager for positions up to Duty Manager. Direct appointments to roles of Assistant Manager and above are to be endorsed by the General Manager and Supporters Club President.
- (c) Existing staff members may recommend or introduce a friend/colleague that qualifies as a candidate for an available position. The General Manager will assess their suitability against the selection criteria and has the discretion to appoint the applicant directly to the role.

4.7 **Interview Process**

- (a) Arrange suitable dates and times to conduct interviews as per short list.
- (b) Develop question database for the position.
- (c) Conduct interview process with each candidate and review responses based on selection criteria.
- (d) Schedule and conduct second Interview if required.
- (e) Interview panel to assess all candidates and agree on successful candidate.

4.8 **Reference Check**

- (a) Conduct a minimum of two (2) reference checks on the proposed successful candidate.
- (b) Reference check criteria to be determined by the selection panel regarding areas of further clarification in relation to suitability for the role.

4.9 **Job Offer**

- (a) Advise the successful candidate of the outcome. Check that the candidate accept the position.
- (b) Prepare letter of offer for the successful candidate checking that all details pertaining to the position are correct including position description, award payment and any other terms to be agreed.
- (c) Advise unsuccessful candidates.

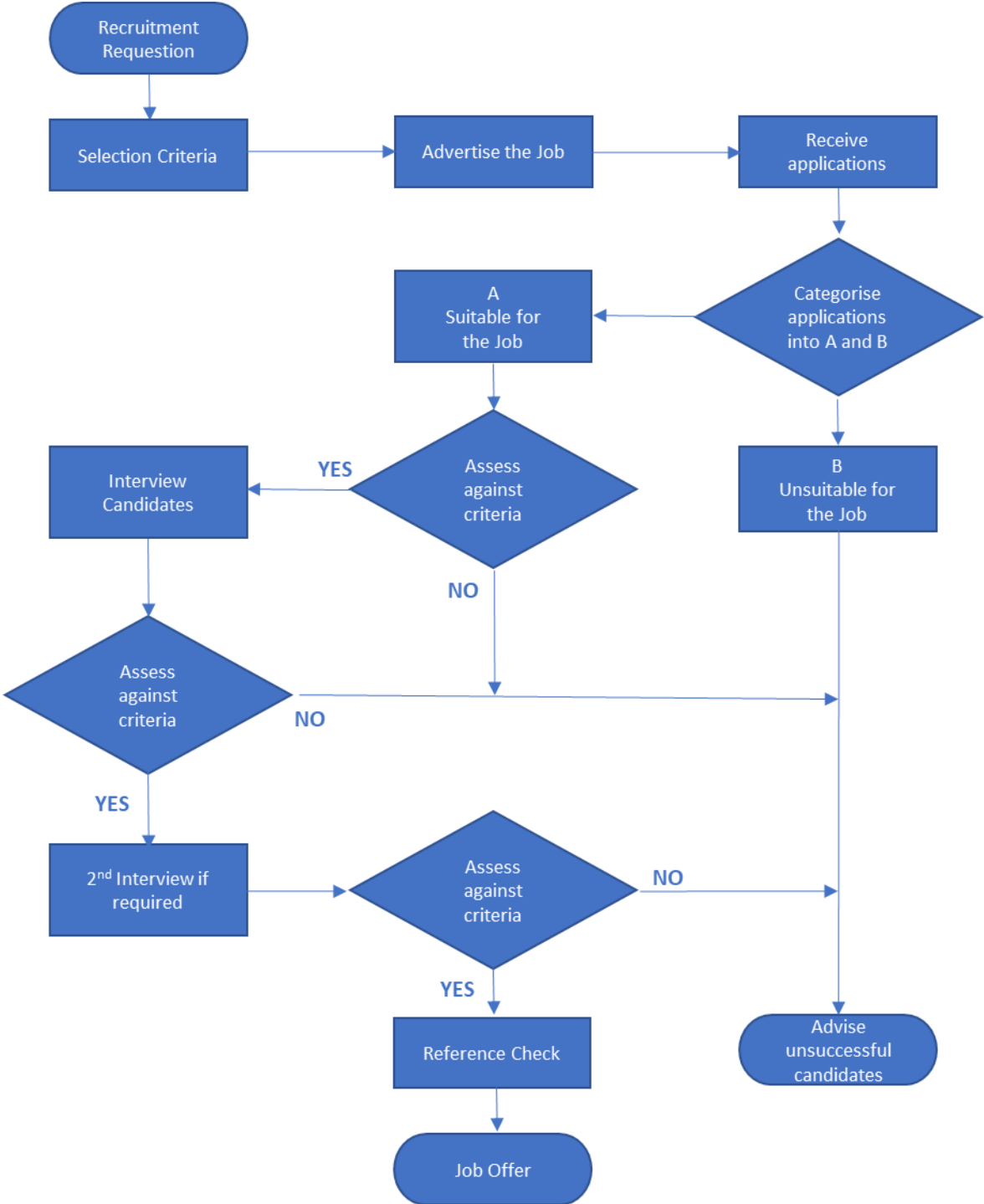
4.10 **Conflict of Interest**

- (a) All members of the selection panel must declare any conflict of interest, real or perceived to the General Manager who will then consider whether the circumstances are likely to influence the selection outcome and determine appropriate action.
- (b) An employee must not take any active part in any formal recruitment, selection or appointment process in respect of another employee (or potential employee) who is a relative of, or in a close personal relationship with, the employee as per the clubs Nepotism Policy.

The Club reserves its right to exercise appropriate managerial judgement to make any actions necessary to achieve the purpose of this Policy.

Last Reviewed: Jun 2022

Flow Chart of Process



Policy Date: 7/12/20