

ATHLETICS SA STAFF SELECTION PROCEDURE

1. OVERVIEW

The Association's Staff Selection Process has been developed to ensure that all staff appointments are based on merit in relation to the selection criteria. Merit appointments are made in accordance with the relevant Association's policies and government legislative requirements (e.g. Equal Employment Opportunity Policy, Disability Discrimination Act etc.) and on the basis of an assessment of the suitability of applicants, taking into account: the nature of the duties/tasks to be performed by the person who is appointed; and the abilities, qualifications, experience, personal qualities and potential for further development of appointees.

2. PROCEDURE

2.1 Confidentiality

Staff of the Association and members of a Selection Committee are bound by a confidentiality requirement. The deliberations of the Selection Committee and the views of its individual members are not to be disclosed to any person outside the selection process and must remain confidential. This principle applies to all applications, referee names and reports, shortlisting, interviews, discussions and deliberations. This applies equally during and after the selection process.

A breach of the selection policy may lead to the termination of the selection process and/or disciplinary action.

2.2 Position Statement

A Position Statement accurately reflecting the nature of the duties required and including selection criteria must be developed by:

- 1) The Executive Director of the Association for all general staff positions; and
- 2) The Board of the Association in the case of a vacancy for Executive Director.

The Position Statement must be finalised prior to advertisement of the position, as the advertisement must be consistent with and reflect the selection criteria. Selection criteria must not be varied by the Selection Committee in any way from the time of advertisement until final deliberations of the selection committee are reached.

2.3 Advertising

Advertising of all general staff positions, including any advertising of casual positions, must be processed through the Executive Director's office. Advertisements must be based on, and be consistent with the Position Statement and selection criteria. The advertisement should include:

- a contact person within the Association office to whom all enquiries about the position can be directed;
- an instruction as to where to obtain the Position Statement and the full selection criteria;
- the time frame for which the position is available ; and
- the availability of flexible arrangements such as less than full-time work, where appropriate.

The time from the first appearance of the advertisement in the media to the closing date for applications must be at least ten (10) calendar days. Positions advertised nationally will normally be open for three (3) weeks from the first appearance of the advertisement.

2.4 Placement of Advertising

All positions must be advertised on the Associations webpage, via the Association's face book page and twitter account. However the nature of a particular position may determine the best placement of advertising e.g. print media, Seek etc.

2.5 Approval to Advertise

The Executive Director must have the written approval of the Finance Director of the Association prior to advertising general staff positions stating that the position can be funded within existing budget and/or from additional funding which may have been gained specifically for the position.

2.6 Applicants

- In the case of general staff appointments all applications shall be kept by the Executive Director for shortlisting.
- Once shortlisting is completed by the Executive Director the applications of the shortlisted applicants shall be forwarded to Selection Committee members along with a schedule of interviews.
- In the case of the appointment of an Executive Director all applications shall be kept by the Administration Manager and following the closing date all applications shall be forwarded to all members of the Selection Committee. The Chair of the Selection Committee shall be responsible for all further requirements of this policy.
- The Association is under no obligation to accept applications received after the advertised closing date. Discretion to accept late applications rests with the Chair of the Selection Committee.



- Any applicant, upon request, is to be advised of the membership of the Selection Committee.

2.7 Shortlisting of Applicants

- Shortlisting for general staff positions shall be undertaken by the Executive Director. Normally four persons shall be shortlisted. He/she may utilise an existing staff member or seek the assistance of a Board member to help him in this process.
- Shortlisting for the Executive Directors position shall be undertaken by the Selection Committee.
- For the position of Executive Director Selection Committee members are to be provided with the following prior to shortlisting:
 - a) This policy
 - b) The advertisement and position statement for the position;
 - c) Any additional information provided to applicants; and
 - d) All applications.

These papers should be provided at least three (3) working days prior to the scheduled shortlisting meeting;

- All applications must be considered against the selection criteria of the position.
- Selection Committee members cannot act as a referee for any applicant. If an applicant does nominate a member of the selection committee as their referee, the applicant must be contacted and asked for a replacement referee.
- The Chair of each Selection Committee is to prepare a Shortlisting Report. The Report must contain details of the specific criteria that non-shortlisted applicants failed to meet. The report must be in a form that would enable feedback to be released to unsuccessful applicants if so requested, and therefore, should not compare applicants against each other.

2.9 Selection Committee Membership

The Executive Director and/or the President of the Association, as the case may be, will finalise Selection Committee membership, prior to the closure of applications, in accordance with the following:

- For positions other than the Executive Director the Executive Director shall act as Chair of the Selection Committee. The Selection Committee shall consist of the Executive Director and the Supervisor of the position being advertised should such person be different from the Executive Director and a Board member. Where the Supervisor is the Executive Director the Executive Director shall either appoint a suitable staff member to sit on the Selection Committee or if he/she deems there is

no such suitable person then request the President of the Association to nominate another Board member for the Committee.

- For the position of Executive Director the Selection Committee shall consist of the President of the Association who shall act as Chair of the Selection Committee, two Board members nominated by the Board and a staff member elected from all general staff. The Chair shall exercise both a deliberative and a casting vote if necessary.
- A member of the Selection Committee who becomes aware that he/she personally knows a shortlisted applicant either through a family relationship, as a partner, as a coach of that person or any other close relationship shall excuse themselves from the Selection Committee. A failure to do so may render the Association liable for inappropriate practices and/or necessitate the whole process to begin again. If a member of the Committee excuses themselves a replacement shall be made by the Executive Director or the President as the case may be.
- Any changes to a Selection Committee must be advised to the President of the Association prior to the closing date.
- Membership of a Selection Committee cannot change once shortlisting has been conducted unless in exceptional circumstances.
- The Selection Committee will normally have at least one member of each gender.

2.10 Interviews

- The Chair of the Selection Committee is responsible for all arrangements pertaining to the scheduling and carrying out of the interviews.
- Applicants should be notified of their interview details by telephone at least four (4) calendar days prior to the specified date. This verbal advice should be followed up in writing, either by email or mail. If no acknowledgement of the invitation to attend for an interview is received, the Chair of the Selection Committee should follow up to ensure that applicants have received the invitation prior to the day of interviews being held.
- For the Executive Director position all Selection Committee members should be involved in the process of formulating questions for the interview. The purpose of such questions is to ascertain whether the applicant meets the selection criteria.
- Interviews may be conducted face to face or via Skype or other electronic means e.g. videoconferencing but when doing so the Chair of the Selection Committee must ensure that the location of such interview enables adequate vision and audio so that both Applicant and Selection Committee members are not disadvantaged in any way.



2.11 Appointments

- Following interviews the Chair of the Selection Committee shall prepare a Selection Report;
- The Selection Reports must be written in a way that ensures that appropriate feedback can be provided to any applicant. The Report must be signed by the Chair and include:
 - a) an assessment of each applicant's "appointability" against the selection criteria;
 - b) comparative discussion and ranking of applicants;
 - c) comment on the outcome of any reference checks; and
 - d) a list of "appointable" applicants.
- Positions which may be filled by non-Australian citizens must meet criteria as determined by the Department of Immigration and Citizenship. Detailed information on this should be obtained from the Executive Director prior to advertising.
- The Executive Director may fill a position through internal only advertising. Written approval of the President of the Association is necessary prior to this action.

2.12 Reference checks

Verbal reference checks must be made by the Executive Director for a general staff appointment and by the Chair of the Selection Committee in the case of the position of the Executive Director unless there are exceptional circumstances which should be indicated in the final report (e.g. the successful applicant is currently employed at this Association and their work is well known to most members of the Selection Committee). Initially reference checking will be undertaken on the first choice applicant only.

2.13 Offers of Employment

- The Executive Director in the case of general staff appointments or the Chair of the Selection Committee in the case of an Executive Director appointment shall advise the selected applicant personally that they are the preferred candidate. The position is not to be offered verbally to the applicant, but rather advised that an offer will be forthcoming.
- The Executive Director or Administration Manager on behalf of the Chair of the Selection Committee shall prepare a letter of offer for dispatch to the successful applicant and on receipt of an acceptance of the offer will provide written confirmation to unsuccessful interviewed applicants that an offer has been made and accepted.
- If the preferred applicant declines the offer of employment, on direction of the Chair, an offer may be made to the next 'appointable' applicant. The



recommendations of the Selection Committee Report remain valid for a period of up to six (6) months so that the further appointments may be made.

- If there are no “appointable” applicants the Selection Committee shall recommend to the Chair of the Board of the Association that any, but not limited to, the following may be undertaken:
 - (a) The Position be re-advertised;
 - (b) The Selection Committee interview additional applicants;
 - (c) The Position description be re-written and the Position re-advertised;
 - (d) The Position, or any part of the duties/roles specified within the Position Description be advertised internally or offered to a staff member; and/or
 - (e) Contracting out any or all of the roles specified within the Position Description.

2.14 Conclusion of the Process

The Chair is responsible for ensuring that, at the conclusion of the selection process, all copies of Selection Committee Members papers are shredded/destroyed.

2.15 Relocation Costs of Successful Applicant:

The Association is not responsible for any costs associated with relocation of a successful applicant.

2.15 Review

This procedure document will be reviewed annually and updated as necessary by the Athletics SA Board

Last updated: 18th March 2013

Acknowledgements

With thanks to Bob Cruise

Adoption

Adopted by the Board of Athletics SA on the 18th March 2013.