

## 1. Recruitment Policy

## 2. Values Statement

RedR Australia (“RedR”) is guided by its values of accountability, integrity, empathy, and collaboration. RedR recognises the importance of attracting and maintaining personnel who uphold these values together with the skills necessary to achieve RedR’s short- and long-term strategic goals.

## 3. Purpose

The purpose of this policy is to outline RedR’s recruitment methods and practices and to provide guidance to internal stakeholders. The policy is designed to ensure the most suitable applicant is selected and procedural fairness is applied.

## 4. Scope

This policy applies to:

- All employees, volunteers, contractors and interns/work placements of RedR.
- Associate trainers.
- RedR roster members
- All prospective candidates
- Board Members.

## 5. Policy Statement and Principles

This Policy outlines that the steps RedR will take to ensure that the recruitment process is conducted ensuring consistency, transparency and compliance in line with labour laws, legislation and the organisations needs.

The following principles are to be observed when undertaking recruitment activities.

### **Fairness**

Just processes are to be used in recruitment. These include confidentiality, timeliness, impartiality, and freedom from repercussions. Fairness in recruitment means treating applicants impartially, without subjecting them to biased decisions.

### **Merit**

A best possible match between qualifications, knowledge, skills, abilities and relevant experience of the applicants, and the selection criteria in the Position Description should be made. The selection decision must be based on an assessment of relative suitability, using a selection process that assesses qualities that are genuinely related to the work.

### **Diversity**

Opportunities should be provided to people from a broad range of backgrounds so that RedR may benefit from a variety of skills, experience and knowledge. Employing people from diverse communities will reflect the community in which RedR operates.

### **Equal opportunity**

RedR Australia is an equal opportunity employer and does not discriminate against any applicant based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability or any other status. Discrimination in the field of employment is prohibited by State and Commonwealth legislation. This is detailed in RedR’s Equal Opportunity Policy.

For recruitment purposes, it is essential all reasonable adjustments should be considered for applicants who identify as having a disability. All members can request reasonable adjustments to the application process that will then be evaluated by the RedR Disability Inclusion Support Scheme Committee (DISSC) who will advise on what reasonable adjustments can be made. The overall merit of an applicant with an identified disability should be made on the basis that these reasonable adjustments will be applied (i.e. not the assessed ability without this adjustment).

### **Free from Conflict of Interest**

Staff should not take part in the recruitment process where any potential or actual conflict may impact the outcome. This would apply when a person involved in the recruitment process can be influenced or appears to be able to be influenced by a personal interest/personal relationship when making an employment decision. Staff are expected to declare any actual or perceived conflict of interest in accordance with the Conflict of Interest Policy.

### **Privacy**

RedR is committed in respecting the confidentiality of information and the privacy of applicants and will take all reasonable steps to protect the privacy of the personal information that we collect and use.

## **6. Procedure**

### **6.1 Corporate Recruitment**

Prior to the commencement of any recruitment activity, an evaluation of the need must be undertaken against RedR's strategic plan, operational plan, and budget. Approval for both replacement and new hires is to be obtained through the RedR Hub from the Senior Leadership Team.

Once approval has been gained, the hiring manager will liaise with the People and Capability team to develop an updated position description and key selection criteria. People and Capability team then conducts, in consultation with the hiring manager, appropriate procedures to advertise, screen applicants and conduct the selection process. This process includes interview, selection, reference check, police check, financial check (dependant on role), a Misconduct Disclosure Scheme check and the preparation of a letter of offer containing an employment contract.

Vacant roles may be advertised internally or externally, or both. 'Internal' means RedR office staff and unpaid interns. It excludes personnel on the RedR Roster, personnel on deployment under RedR Emergency Response and Associate Trainers.

Employees are encouraged to speak to their direct manager before applying to a job opportunity. Job vacancies of 3 months or longer are to be advertised (internally and/or externally). RedR reserves the right to make an appointment to the role if the job vacancy:

- is less than 3 months.
- requires highly specialised expertise.

### **6.2 Staff Deployments under RedR Emergency Response**

RedR office-based staff who wish to apply to a deployment are encouraged to first speak to their manager before applying to an opportunity. To be eligible, the individual must complete at least 12 months of continuous service and meet requirements under RedR's Humanitarian Roster within the Emergency Response service. The approval process of leave without pay and leave of absence will occur and requires approval by the SLT.

In addition to the leave of absence provisions, the following are guidelines to grant such an absence to a staff member:

- The skill, knowledge or experience required by the organisation.
- Performance of the individual including demonstration of our values.
- The learning and development for the individual.
- Impact on the team or team's deliverables.
- Organisational capacity to accommodate the absence.
- Any financial impact upon the arrangements.
- Length of arrangement and any extension to the arrangement will be determined on a case by case basis.

In circumstances where salary of the employee is higher than the salary offered under deployment, RedR may choose to top up the salary of the employee with the following conditions:

- Employee must have completed 12 months continuous service
- Where funding permits
- Whether the deployment has a strong development connect to their role
- RedR will hold discretionary rights to top up in full or by a percentage or a nominal amount.

RedR will conduct pre-employment checks including reference check, police check, and cross reference Australian Government counter terrorism listing.

## 6.3 Roster Recruitment

Prior to commencing any roster recruitment activities, RedR Australia evaluates the required priority skill profiles that are required to meet likely partner demand. This is approved by the Talent Acquisition Manager at the beginning of each quarter, following consultation with the Program Director.

### Advertising and Sourcing

Once priority skill profiles and criteria have been identified, targeted recruitment will commence. Advertisements can be placed externally pending cost approval from Manager Talent Acquisition, however this is not a mandatory requirement.

### Assessments

The Talent Acquisition team conducts a selection process that includes review of application, interview based on technical and soft skills, reference checks, criminal history checks, Australian Government counter terrorism list check and Misconduct Disclosure Scheme check. Once completed satisfactorily and policies signed off, the candidate is included onto the RedR Australia roster and has access to apply for deployment opportunities.

There are no additional mandatory training requirements to join the RedR Australia roster. Reasonable flexibility may be applied to the roster selection criteria in recognition of barriers to entry that exist for some individuals within society and is approved by the Talent Acquisition Manager.

Roster members may be re-assessed for their suitability for the RedR Australia roster as required from time to time, or if there are concerns regarding performance or conduct. This re-assessment is based on the current roster recruitment criteria. Should a roster member not meet the re-assessment criteria, they will be removed from the RedR Australia roster.

### Roster management

There is not a maximum number of roster members that RedR Australia accepts.

By virtue of being a roster member, this does not guarantee a roster member a deployment or continuing employment beyond any deployment that that roster member was originally recruited to.

## 6.4 Deployment of Roster Member Personnel under RedR Emergency Response

Prior to commencing any recruitment activity, RedR Australia evaluates the role requested by the partner to ensure alignment with RedR's mandate and priority objectives. RedR Australia recruits for roles where a formal Memorandum of Understanding (MOU), contractual agreement or subsidiary agreement exists with the partner for whom they are recruiting.

### Role funding and salary grading

Role funding must be confirmed for the deployment duration prior to presentation of candidates to the partner (nomination).

The salary for each role is graded in line with the RedR Remuneration Policy and reflects the responsibilities and experience required to perform the role outlined in the Terms of Reference (TOR). The TA Manager is responsible to ensure that roles are graded appropriately and in line with policy prior to recruitment commencing.

### Advertising

Vacant deployment opportunities are advertised to the roster. In exceptional instances where a suitable candidate from the roster is identified prior to advertisement, RedR Australia may decide to proceed without advertising the role to the rest of the Roster. RedR Australia employs various sourcing methods to attract a wide pool of diverse and qualified candidates.

### Criteria for suitability for deployment (nomination)

Roster Members submit their application for a deployment and the Talent Acquisition Team assess them based on the required criteria outlined in the Terms of Reference and on previous documented deployment performance history. Candidates who meet the initial requirements are shortlisted for nomination to the host organisation.

Completion of a Hostile Environment Awareness Training (HEAT) course, SSAFE course, or recognised equivalent is mandatory for deployments in duty stations at UNDSS security level 3 or above. The RedR Australia Risk, Safety and Security Team can assess candidates for Recognition of Prior Learning or Experience exemptions on a case-by-case basis and have final approval of this.

### Fit check call

Once nominated, the candidate must complete a Fit Check Call with the host organisation. The Talent Acquisition team coordinates the fit check call, and the host agency completes the call, provides feedback on nominees and determines an outcome for the deployment.

Fit check calls can be omitted from the recruitment process once approval has been received from the Talent Acquisition Manager in the following instances:

- In situations where there is a sudden onset conflict or crisis and there is a critical need from the host organisation. In this instance, every effort should be made to have a conversation between the supervisor and roster member during the pre-deployment process to ensure that expectation is clear from the outset.
- If a roster member has previously worked with the partner in the same role or same team as the deployment opportunity and all parties are comfortable to proceed straight to selection (Red Australia, Host Organisation and Roster Member).

### Selections

The final selection decision will be made by the host organisation and based on merit following the evaluation of the roster member's qualifications, experience, skills, availability and overall fit for the deployment. The Talent Acquisition team communicates to all candidates the outcome of their application, whether successful or unsuccessful.

### Extensions

Deployment extensions are permitted and do not need to be advertised again, subject to satisfactory performance, funding availability and roster member availability.

## 7. Roles and Responsibilities

**People and Capability Manager** is responsible for ensuring:

- The policy aligns with relevant legislation, government policy and / or RedR requirements/strategies/values
- The policy is implemented and monitored and is reviewed to evaluate its continuing effectiveness
- Ensuring all candidates are communicated to appropriately.
- that all corporate roles are reviewed against the applicable award with the relevant salary applied

**Talent Acquisition Manager** is responsible for:

- Recruitment of personnel to the roster of priority skill profiles
- Deployment opportunity advertisements and management
- Ensuring that roles are graded appropriately and in line with policy prior to recruitment commencing.
- Ensuring all candidates are communicated to appropriately.

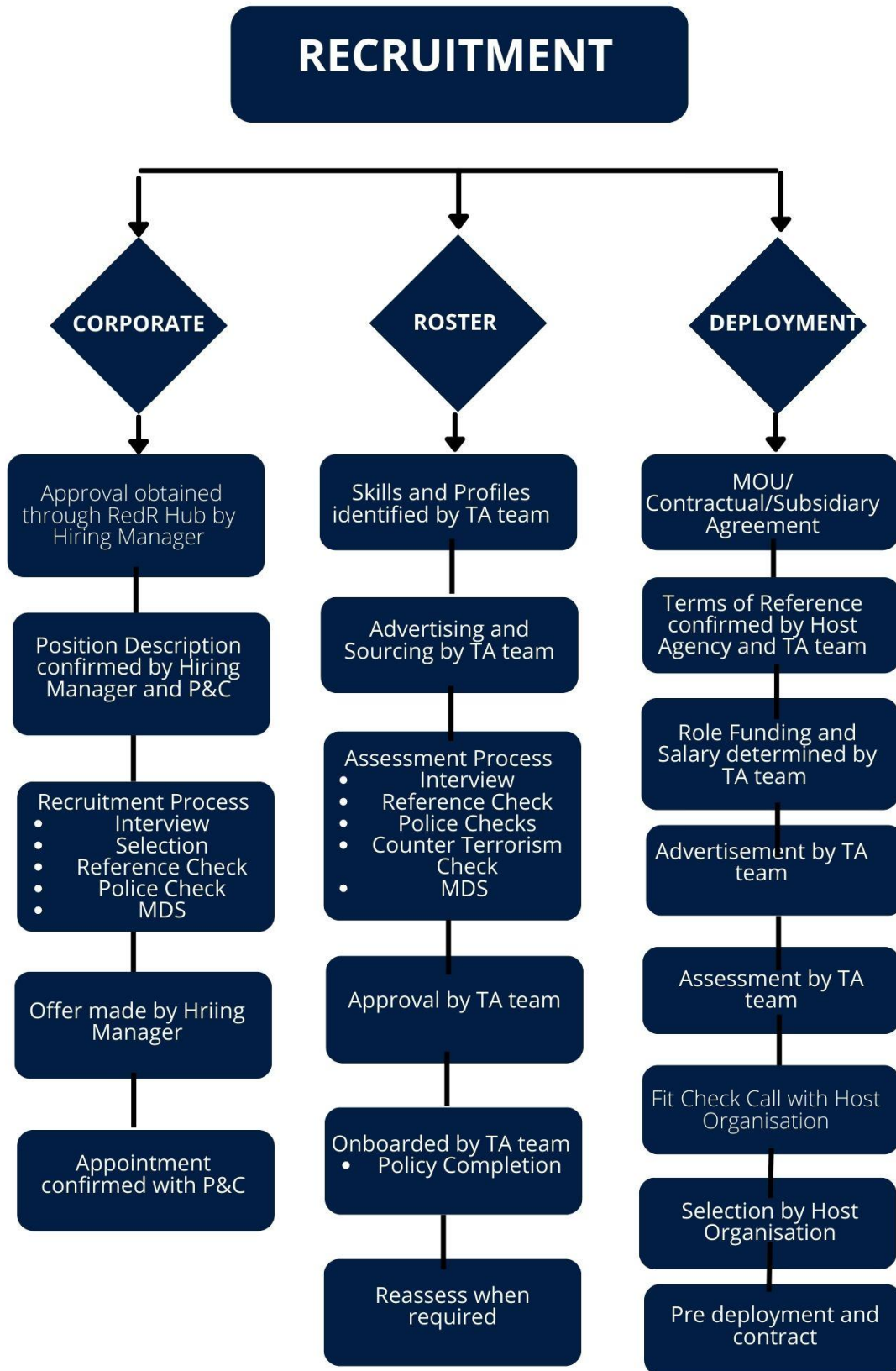
**Deployment Manager** is responsible for:

- Managing deployment extensions

**All personnel involved in the recruitment process**

- Follows the directions of the policy during all recruitment processes.

## 8. Flow Chart



# Recruitment Policy

## 9. Definitions

<b>Discrimination</b>	The unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability.
<b>Impartial</b>	Able to judge or consider something fairly without allowing your own interest to influence you.
<b>Reasonable Adjustment</b>	Changes to the work environment of conditions that allow people with disability to work safely and productively.
<b>Timely</b>	Occurring at a suitable time or within an acceptable timeframe.

## 10. Related Policies and Documents

Conflict of Interest Policy  
EEO, Anti-Discrimination, Anti-Harassment and Bullying Policy  
Grievance Policy  
RedR Remuneration Policy  
RedR Staff Terms and Conditions  
RedR Deployee Handbook  
RedR Inclusion and Diversity Policy  
Code of Conduct

## 11. Document Control

<b>Reviewed by:</b>	P&C Manager
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