

0717 RECRUITMENT AND SELECTION POLICY



SPARQ Solutions is committed to supporting competitive selection based on merit, consistent with our commitment to career growth for current employees and in accordance with principles of equal employment opportunity as set out in the Equal Employment Opportunity Policy. This policy should be read in conjunction with the Recruitment and Selection Guidelines.

1. This policy applies to the recruitment and selection of permanent employees (both full-time and part-time), fixed term appointments (which must not exceed two years), casuals and trainees. It does not apply to the recruitment and selection of external resources.
2. As the nature and demands of work fluctuate over time, SPARQ Solutions will continue to engage external resources (including labour hire and project resources) to meet emerging work demands of a temporary or short-term nature, where the need for such labour flexibility is identified. External resources will not be engaged to meet continuing work demands which could more appropriately be filled with permanent or fixed-term appointments, unless exceptional circumstances exist.
3. Subject to the exceptions outlined in clauses 5 and 6 of this policy, permanent vacancies in SPARQ Solutions will be advertised to provide interested parties with the opportunity to compete on merit for the position.
4. SPARQ Solutions, while ensuring selection based on merit, places priority on internal candidates (that is, current employees and currently engaged external resources) as part of its commitment to growing and developing current staff. In assessing applicants for vacant positions, preference will therefore be given to current employees of SPARQ Solutions, Ergon Energy and ENERGEX, and then to external resources currently working with SPARQ Solutions. Other candidates who apply for a vacant position will only be considered after current employees and external resources.
5. From time to time it may be necessary to appoint, transfer or relocate an employee at their substantive classification to another position, by agreement between the employee and their current and prospective managers and without the position being advertised ("transfer-at-level"). This may occur as a result of organisational restructure, personal health or hardship, or other business necessity. A transfer-at-level must be approved by the CEO, based on a business case submitted by the relevant Level 1 manager(s) and endorsed by the Senior HR Advisor.
6. SPARQ Solutions is committed to securing meaningful, ongoing work for employees whose positions have been declared redundant. It is the business unit's responsibility to engage the employee in meaningful work until a suitable permanent position can be secured. The CEO, in consultation with the relevant Level 1 manager(s) and SPARQ HR Services, may determine not to advertise a vacancy where suitably qualified, redeployed staff have been identified as possessing the necessary skills, abilities or potential for direct appointment to the position.
7. SPARQ Solutions is committed to ensuring confidentiality throughout the recruitment process. All matters relating to the selection process are confidential and the identity of candidates and number of applications will not be revealed. Information provided by candidates and referees is to be treated in confidence, in accordance with privacy principles.
8. The CEO may authorise variations of this policy and the Recruitment and Selection Guidelines in special cases to resolve business-critical issues.