



Corporate, Strategy and Policy - Human Resources

RECRUITMENT AND SELECTION POLICY

Summary

Our people are our key resource at DoJ and recruiting and selecting the right people for the right roles is crucial to ensuring we continue to deliver quality services to the Tasmanian community. In order to recruit the right people for the right roles we must invest the time and effort into developing well-planned and streamlined recruitment and selection processes.

Applies to

This Policy applies to all recruitment and selection processes within the Department of Justice. This includes all permanent, fixed term and casual positions, advertised externally or as an expression of interest, across all DoJ Outputs.

Policy statement

As a State Service Agency our recruitment and selection decisions are merit based. Conflicts of interest are declared when they arise and managed appropriately. We undertake timely recruitment and selection processes and keep our candidates informed throughout the process.

The more our workforce reflects the Tasmanian community, the better placed we are to understand and serve their needs. We encourage applications from Indigenous Australians, people with disability, people from diverse cultural and linguistic backgrounds, mature age workers and lesbian, gay, bisexual, trans and intersex (LGBTIQ+) people.

We support adjustment requests in any stage of the assessment process to remove barriers and facilitate full participation in all aspects of employment for all applicants.

Actions associated with this policy must be approved in accordance with the [Delegations and Authorisations for the Department of Justice](#).

Related documents

- Recruitment and Selection Guidelines
- [State Service Act 2000](#)
- [Employment Direction No.1 Employment in the State Service](#)
- [Employment Direction No.7 Pre-Employment Checks](#)
- [Employment Direction No.10 Aboriginal and Torres Strait Islander Tagged and Identified Positions](#)
- [Employment Direction No.11 Statement of Duties](#)
- [Employment Direction No.17 SES and Equivalent Specialist Officers](#)

What are everyone's workplace responsibilities for this policy?

Human Resources

Human Resources is responsible for

- Supporting, promoting and ensuring compliance with the Recruitment and Selection Policy and Guidelines
- Providing expertise, advice and assistance in relation to the Recruitment and Selection Policy and Guidelines
- Ensuring that recruitment related information is appropriately stored and managed
- Reviewing and updating this Policy and the Guidelines
- The Director Human Resources is the delegate for appointment and promotion of candidates and employees

Hiring Managers, Selection Panel Chairs and Selection Panel Members

In addition to their personal responsibilities as employees Selection Panel Members are responsible for

- Ensuring all Recruitment and Selection processes comply with this Policy and the Guidelines
- Seeking expertise, advice and support from HR when required
- Understanding conflict of interest, workforce diversity, equal opportunity and anti-discrimination principles in the recruitment context
- Ensuring all recruitment and selection recommendations are based in merit and that all applications are assessed in an impartial manner

Output Manager

In addition to their personal responsibilities as employees, Output Managers are responsible for

- Ensuring all Recruitment and Selection processes in their Output comply with this Policy and Guidelines
- Reviewing the selection report and endorsing as the Output Manager

Deputy Secretary – Corporate, Strategy and Policy

In addition to their personal responsibilities as an employee, the Deputy Secretary – Corporate, Strategy and Policy is responsible for:

- Ensuring that the Recruitment and Selection Policy and Guidelines are reviewed as scheduled

Agency Executive

Agency Executive is responsible for:

- Supporting, endorsing, and complying with the Recruitment and Selection Policy and Guidelines

Responsible Officer	Director Human Resources
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