FACTSHEET

Justice and Community Safety Directorate

RECRUITMENT SELECTION COMMITTEES

OFFICIAL

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1. BACKGROUND

1.1 This factsheet contains information pertaining to the Justice and Community Safety Directorate (JACS) policy in terms of recruitment selection committees, including mandatory recruitment and staff selection training, and selection committee requirements set out in the *Public Sector Management Standards 2016* (PSMS).

2. CHAIR OF A SELECTION COMMITTEE

2.1 It is JACS policy that the Chair of a selection committee must be at least one substantive level above that of the vacancy.

2.2 Ideally the Chair should be at least a SOGC or above, but no lower than an ASO6 (or equivalent).

2.3 The Chair must have completed the JACS or Whole of Government Recruitment and Staff Selection Training after January 2019.

3. COMPOSITION OF A SELECTION COMMITTEE

3.1 A selection committee must have a minimum of three members. This usually comprises of two members from the immediate work area or Business Unit, one of which is the Chair; one independent member external to the Business Unit; and has male and female representation with a diverse range of experience.

3.2 In accordance with Section 24(4) of the PSMS, the selection committee members must, unless the Director- General (delegated to the Chief Human Resources Officer (CHRO), People and Workplace Strategy (PWS)) approves otherwise in writing, be public servants (a person employed by the Territory) or public sector members (as defined in Section 150 of the *Public Sector Management Act 1994* (PSM Act)).

3.3 The PSMS provides that selection committee members must, unless the Director-General approves otherwise in writing, be classified at the same classification, or a higher classification, than the position for which the prescribed selection process is undertaken. There may be occasions where it is not appropriate for other members to be at the same substantive level as the vacancy, for example where the position is in the same working area and the individual would be effectively selecting their peer. There are occasions when there may be a member of the selection committee whose substantive level is below that of the vacancy (e.g., where specific technical skills are required on the selection committee), however approval needs to be sought in writing

from the Director-General (delegated to the CHRO, PWS) prior to the selection process commencing.

3.4 It is also important to note that it is a JACS Directorate requirement for the independent member not to be within the same Business Unit, for example, if the position is within the Governance area of JACS Corporate, a member of JACS Corporate cannot be the independent person, or for an ACT Emergency Services Agency (ESA) position the independent must be from outside ESA, not just a different service within ESA.

3.5 To avoid any potential for a perception of bias or conflict of interest, the use of someone who has recently left an area (within 12 months) as the independent person, should be avoided. Additionally, the independent person cannot be someone who is temporarily working in another area, but substantively in the Business Unit where the vacancy is.

3.6 There are limited instances where a four-member panel may be appropriate. For example, you may wish to bring specific technical expertise onto the selection committee that cannot be encompassed within the three members.

3.7 The Enterprise Agreements state that a Joint Selection Committee (JSC), which involves a union representative on the committee, consists of a minimum of three members. The JACS Directorate policy is a JSC must only be three panel members. This is to ensure that the membership is balanced and ensure a majority decision in the event there are dissenting views.

3.8 The JSC panel comprises of:

3.8.1 a Chairperson

3.8.2 Independent Panel member – external to the business unit and as agreed to by the head of service and the principal union; and

3.8.3 a Union nominated representative.

3.9 The PSMS and Enterprise Agreements provide that one member of a JSC must be nominated by the head of service from a list of employees and agreed by the head of service and the principal union. In the absence of such a list, the Chair must write to the union, advising them of who they are proposing the agreed member of the committee will be and seek their agreement or otherwise to this member, and at the same time request a person nominated by the union to participate on the committee.

4. RESPONSIBLITIES OF SELECTION COMMITTEE MEMBERS

4.1 The Chair must ensure that the selection committee processes comply with all relevant policies and that all members of the selection committee are involved in all aspects of the process.

4.2 The Chair should develop a shared sense of purpose and clear understanding with the other selection committee members, of what is being sought in the role, including the personal qualities, skills and knowledge required for success in the role prior to shortlisting.

4.3 Selection committee members should clearly understand the combination of assessment options being used, the competencies they are testing for and the reason why these techniques were chosen.

4.4 Selection Committee members should have appropriate level of knowledge of the job content and/or skill and experience requirements of the position. It is highly desirable to involve the immediate supervisor/s. In addition to the immediate supervisor, you may choose to involve a client and/or someone who will have close collaboration with the position holder who is at a similar or more senior level.

4.5 The Chair must take care to avoid selecting committee members who may have (or be perceived to have) a personal interest in the success (or otherwise) of a particular candidate e.g., close friend or relative, or a mentor (other than the immediate supervisor).

4.6 In any case, selection committee members must disclose any knowledge of or relationship they have with particular candidates, that could be perceived as having an influence on their selection decision, in accordance with the JACS Conflict of Interest Policy by completing the Recruitment Selection Committee Conflict of Interest/Declaration of Impartiality Form. This form must be completed once applications have been received upon review of applicants' names but prior to any shortlisting taking place.

4.7 Any non-ACTPS panel member (as approved by the Chief Human Resources Officer) must complete the Recruitment Selection Committee Conflict of Interest Form/Declaration of Impartiality Form for the Non-ACT Public Service Panel Members.

4.8 Following review of completed Conflict of Interest declaration forms, the panel Chair will refer all (including their own) declarations to the recruitment delegate who will decide what, if any, action is necessary including possibly changing membership of the panel. No screening or shortlisting of candidates should be undertaken until the recruitment delegate has advised of their decision.

5. RESPONSIBILITIES OF THE DELEGATE

5.1 The delegate is usually the person that the Chair reports to but can be another person at a more senior level in certain circumstances (advice should be sought).

5.2 Review the Conflict of Interest Forms and decide what, if any, action is necessary including possibly changing membership of the panel. It is important for all panel members to participate fully in the recruitment process, and as such it is not appropriate for a conflict to be managed by a panel member not participating in decisions regarding any applicants.

5.3 Upon review of the information provided in the Conflict of Interest forms, the Recruitment Delegate identifies their own actual, potential or perceived conflict of interest, they should nominate another Recruitment Delegate to oversee the recruitment process. A delegate has overall responsibility for the administration of the recruitment and selection process and the specific authority under the PSM Act to promote, temporarily transfer (including at a higher level) or employ a person or reject a selection committee's recommendation.

5.4 The delegate considers the recommendations made by the selection committee. The delegate therefore is not a member of the selection committee to ensure there is no

actual or perceived conflict of interest and that there is a separation of power (i.e., you should not approve a recommendation you have made).

5.5 It is important that a delegate reads the entire report and is satisfied there is sufficient information justifying why one applicant is preferred over other applicant/s. The delegate must also ensure that all relevant paperwork is complete including the Recruitment Selection Committee Report form, referee reports and comparative and individual assessment reports.

5.6 It is open for the delegate to return the report to the selection committee if the appropriate paperwork has not been completed or to seek clarification or further information on the process.

6. THE DELEGATE, COMMITTEE MEMBER OR CHAIR IS A REFEREE FOR AN APPLICANT

6.1 Should the chairperson or a member of the committee, or the delegate be a referee for an applicant, the referee report must be in written form and finalised, including signatures or digital approvals, prior to the commencement of the short-listing stage of the process.

7. ENQUIRIES

For more information regarding Selection Committees and processes contact the People and Workplace Strategy Unit at JACS.People-WorkplaceStrategy@act.gov.au

For more information on JSCs (with union representation) please refer to Section 25 of the PSMS and the relevant Enterprise Agreement.

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