

Recruitment sourcing and selection policy

Purpose - why we have this policy

We are strongly committed to a transparent recruitment and selection process that treats all individuals consistently and equitably, and that attracts the best candidates available. Following a proactive, candidate focused recruitment process helps us build a great employment brand.

Scope - who the Policy applies to

This policy applies to the recruitment of all permanent and fixed term positions and internal and external secondments in the Ministry. This policy also applies to the sourcing of contractors. Appointment reviews under the Public Service Act apply to all permanent appointments.

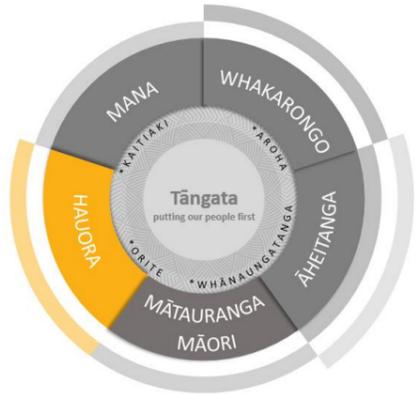
Principles/Expectations – how the policy applies to you

In order to provide a robust and consistent approach to all recruitment activities and enhance our reputation as a good employer we commit to the following principles:

- Appointment on merit: The selection of a person who is best suited to the position as defined by the selection criteria. This includes the Ministry's obligation (under the Public Service Act) to advertise all permanent positions and fixed term positions of six months or more.
- The selection criteria is based on the Ministry's organisation-wide competency frameworks including Tātai Pou, and individual job and person specifications.
- Transparency: All permanent recruitment and selection processes are subject to an appointment review under the State Sector Act and all related documentation is discoverable.
- Fairness: All recruitment and selection processes will be just, impartial and maintain fairness and transparency.
- Legal compliance: All recruitment and selection processes comply with the relevant legislation, including the Children's Act, the Criminal Records (Clean Slate) Act, the Employment Relations Act, the Fair Trading Act, the Human Rights Act, the Official Information Act, the Privacy Act and the Public Service Act. This includes compliance with the Ministry's pre-employment screening process, which, depending on the role, is police vetting, credit checking, qualification verification and NZSIS clearance.
- Timeliness: All recruitment activities and related communications are carried out in a timely manner as per the recruitment guidelines.
- We recommend all managers attend recruitment training provided by People Capability prior to managing any recruitment process.

Diversity and inclusion framework

What are we doing to promote diversity and inclusion?



Diversity: ensuring our organisation reflects the diversity of the communities we serve.

Inclusion: providing an environment that engages, supports and develops our diverse workforce.

Why diversity and inclusion is important

- By actively embracing a diverse and inclusive culture, we will better serve the diverse communities we represent.
- Attracting and nurturing people with a range of different perspectives and experiences will enhance our organisation's capability to achieve our strategic outcomes.

Our goals

- Build a workforce that represents the communities we work in.
- Develop consistent policies and initiatives that support and retain a diverse workforce
- Upskill our leaders and staff to encourage a culture that supports diversity and inclusion
- Establish key metrics and common methodology to inform action and measure progress.

Diversity & Inclusion focus across the Ministry

Te Tiriti o Waitangi	Sourcing and Selection	Learning and Career Development	Gender and Ethnic Pay	Promoting Diversity, Inclusion and Wellbeing	Data and Reporting	Inclusive Policies, practices & tools
We work in partnership with Māori and embed our commitment to Te Tiriti o Waitangi in our work.	Our Sourcing and Selection practices are free from bias. We hire diverse candidates, representative of the communities we work in.	Learning opportunities are available that increase our D&I capability. D&I and racial equity is woven into our learning. Our learning opportunities are made visible to our diverse workforce.	We close gender and ethnic pay gaps for 'like' roles and have ongoing practices to ensure equity in remuneration setting.	We promote D&I as an important priority for our organisation. Enhance wellbeing for our diverse communities in the Ministry	We collect diversity information about our workforce appropriately and provide diversity reporting about our workforce.	We have policies practices and tools that reflect our diverse workforce. Guidance and tools are available to enable an inclusive workplace.



Diversity and inclusion focus for 2021-2022

D&I in Sourcing and Selection

Sourcing and Selection

- Review our sourcing and selection guidance and practices to be inclusive and have a focus on increasing representation, particularly in leadership and other senior roles.
- Upskill hiring managers on key aspects of attracting and valuing diversity when they recruit

Promoting Diversity and Inclusion in our employer branding:

- Promote vacancies and opportunities through our employee networks.
- Showcase diversity in our employer branding, career events, social media and job sites
- Advertise our employment opportunities with Māori and Pacific focused job boards such as Mahi and Kumara Vine and disability support organisation job boards eg. Workbridge.
- Continue to build on our success with our Early in Careers work with a focus on attracting Māori, Pacific peoples and Disabled people.

Inclusive job ads and job descriptions:

- Promote inclusive job descriptions and advertisements including our commitment to Te Tiriti o Waitangi, encouraging flexible working, using gender neutral language and ensuring they are available in an accessible format.

Promoting female dominated roles to a broader audience:

- Make roles normally filled by women more visible and attractive to all, regardless of gender.

D&I in Learning and Career Development

Strengthening Māori Crown Relations Capability:

- Continue to deliver the Te Ara Whiti programme including racial equity and Te Tiriti training.
- Progress the delivery of our Māori Language plan and increase the number of kaimahi learning Te Reo Māori
- Provide learning through the Te Rito on-line learning and Kiwa App.

Enable Career Development for diverse communities within our Ministry

- Design a career planning and progression service with diversity at the centre of it and promote this as a key service that all staff can access. Costs of establishing a service will be considered and access may be met from existing professional development budgets.
- Pilot and assess a Māori leadership programme and participate in cross agency pacific leadership opportunities.

Continue to deliver Unconscious bias and inclusive leadership training

- Continue to promote our unconscious bias e-learning and our inclusive leadership face to face training.

Promote our training through employee networks:

- Promote our existing leadership training opportunities, such as our Leading through Conversations, Aspiring Leaders and Advisory Leadership Programme through our employee networks.

Equal Pay

Progressing Pay Equity Claims

- Progress pay equity claims relating to our workforce including learning support roles such as Special Education Advisors, Advisors on Deaf Children, Therapists, Psychologists and Service Managers, Early Intervention Teachers. We also have part of our workforce covered by a pay equity claim for clerical and administrative staff across the Public Service.

Remuneration practices

- Run regular reporting to measure pay gaps and have processes in place to rectify any pay gaps.
- Start to assess how we can measure whether there are pay gaps in our contractor workforce.

Ongoing Diversity and inclusion activities

Promoting Diversity, Inclusion and Wellbeing

Promote D&I events and employee networks:

- Use internal communications and social media channels to share stories that reinforce the benefits of flexible working, including the way work can be designed to allow for flexibility and work life balance.
- Promote employee networks – through induction, social media and our intranet.

Wellbeing

- Obtain feedback from the Employee Network Groups, to understand wellbeing issues of our diverse groups.
- Run Speak Up sessions with the Employee Network Groups, to promote the Speak Up programme
- Involve employee networks in the creation of a wellbeing framework for our Ministry.

Data and Reporting

Reporting:

- Report regularly to our Leadership Team on gender and ethnic pay information.
- Monitor data, on those returning from career breaks and those that have had internal promotions or secondments. Analyse the data based on gender and ethnicity to inform our career progression initiatives outlined above.
- Report regularly on new hire information for both pay gaps and diversity information.
- Monitor and report on gender and diversity in our talent identification and talent development investments.

Inclusive Policies, Practices and Tools

Flexible Working:

- We will continue to monitor flexible working requests and continue to promote flexible working.

Inclusive people policies and guidance:

- Encourage all people leaders use the available tools and resources to build inclusive team environments and consider bias in decision-making.
- Ensure there are gender neutral and gender diverse options when capturing people-related data. Promote options for recording diverse genders
- Continue to promote guidance on use of preferred pronouns.
- Continuous improvement to accessibility and implementing the Lead Toolkit for employing Disabled People

Released under the Official Information Act 1982