

THE GLIDING FEDERATION OF AUSTRALIA INC, TRADING AS GLIDING AUSTRALIA

ABN 82 433 264 489

www.glidingaustralia.org



RECRUITMENT AND SELECTION POLICY

DOCUMENT NUMBER ADMIN0016
Version 1, January 2024

UNCONTROLLED WHEN PRINTED

Copyright © The Gliding Federation of Australia Inc

All references in this document to Gliding Australia means The Gliding Federation of Australia Inc.

REVISION RECORD

Prepared	Approved	Version	Date	Revision Notes
CEO	Board	1	25/01/2024	

TABLE OF CONTENTS

1	Purpose	4
2	Scope and Application	4
3	Principles	4
4	Position Description and Selection Criteria	4
5	Merit	5
6	Selection Panel	5
7	Conflict of Interest	5
8	Equity	6
9	Confidentiality	6
10	Approvals	6
11	Appointment	6
12	Review Schedule	6

1 Purpose

Gliding Australia aims to recruit and select the best possible candidates in a timely and cost effective manner. This contributes to Gliding Australia strategic aims and helps to ensure continuous improvement in standards and capability. The Recruitment and Selection Policy provides a framework and structure for Gliding Australia employees and officers engaged in the recruitment and selection process.

This policy ensures that Gliding Australia meets all legislative and regulatory obligations including the provision of well-managed operations, a culture of excellence and a workforce mix and profile appropriate to its business needs and sustainability.

2 Scope and Application

Gliding Australia is primarily a volunteer run organisation, but does employ a mix of permanent part time employees, part time casual staff, plus contractors for specific short term projects.

Under Part 149 there are 4 accountable roles which require CASA to have visibility of nominated persons. Recruitment for these 4 roles requires a formal recruitment and selection process as detailed in the table at the bottom of this procedure. The 4 accountable roles are:

- Chief Executive Officer (CEO)
- Safety Manager (Part 149 SM)
- Executive Manager Operations (Part 149 HOFO)
- Executive Manager Airworthiness (Part 149 HAM).

Recruitment and selection of other positions may be less formal depending on the requirements set by the Executive.

This policy also applies to the recruitment of volunteers to perform targeted roles in the organisation.

All recruitment including the use of external recruitment agencies must be approved by the Gliding Australia executive.

3 Principles

Gliding Australia appoints high performing employees using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, Gliding Australia practices ethical, fair, and impartial staff selection procedures, free from conflict of interest, and characterised by confidentiality and respect for the privacy of an applicant's personal information.

4 Position Description and Selection Criteria

Gliding Australia Executive Team members will identify the need for recruitment of a paid or volunteer officer either due to a vacancy or increased workload requiring additional qualified resources.

If the position is not listed in ADMIN0019 Position Descriptions, the CEO will coordinate development of a Scope of Work and/or Position Description which will describe the requirements of the position to be performed. The relevant Executive Team member will develop a proposal to recruit, and determine budget requirements in order to gain agreement from the CEO and other members of the Executive Team.

Selection Criteria describe the qualifications, competencies skills, knowledge and experience required to perform the requirements of the position. The Selection Criteria form the basis of assessment of the applicant's capability to perform the role through the short-listing, interview and referee checking process, where required.

Opportunities to fill the role will be evaluated, to determine whether it can be filled by a current volunteer or staff member, or via an open advertising and recruitment process.

Position Descriptions for the four personnel filling the Part 149 accountable roles ensure compliance with the Regulator's mandated positions of responsibility and therefore may be subject to review by the regulator.

	Position Description in ADMIN 0019	Selection Criteria	Advertising	Selection panel	Referees
Part 149 Accountable Positions	YES	YES	Advertisement external and internal	CEO, Exec, Gender, Tech expert	YES
Permanent part time	YES	YES	Advertisement external and internal	CEO, Exec, Gender, Tech expert	YES
Long term Contract or part time	NO Scope of work ¹	Preferred but not required	Advertisement external or internal	CEO, Exec, (Tech expert)	Preferred but not required
Short term Contract or part time	NO Scope of work ¹	Preferred but not required	Advertisement external or internal	CEO, Exec, (Tech expert)	Preferred but not required
National or Regional Volunteer Officer	YES	YES	Advertisement internal or by invitation	CEO, Exec, (Tech expert)	Preferred but not required
Other Volunteer Officer	NO Scope of work ¹	Preferred but not required	Advertisement internal or by invitation	CEO, Exec, (Tech expert)	Preferred but not required

1. Requirements determined by the Gliding Australia Executive.

5 Merit

Appointment is based on merit assessed against the Position Description and Selection Criteria. At the point of short-listing, the Selection Panel must be satisfied that applicants are capable of performing the inherent requirements of the position through a comparative assessment of each applicant against the selection criteria.

Some positions may require formal qualifications, as listed in the Position Description. For these positions, Gliding Australia will first assure itself that candidates have the requisite qualifications or are capable of attaining the requisite qualifications prior to progressing the selection process.

6 Selection Panel

The panel will comprise a minimum of 2 people, including the responsible Executive Team member or nominee. The CEO should also be a member to ensure compliance with the Executive Team's expectations. Technical expert(s) may be involved for more technical roles. GFA will endeavour to ensure gender balance within the panel.

7 Conflict of Interest

Any person invited to join the selection panel must declare any conflict of interest with any applicant (whether pecuniary or otherwise) and may be asked to stand down from the panel if conflict arises. A replacement panel member may be appointed.

Conflicts of interest may arise in situations where a person's private arrangements, benefits, interests, personal circumstances or personal or family relationships could, or could be perceived to impinge on their ability to impartially perform the selection task.

8 Equity

Gliding Australia is committed to providing an environment which is free from discrimination, harassment, and abuse for everyone, which promotes respectful and positive values and behaviour, and which is safe for children. All Members have a responsibility to abide by these core values.

Selection Panel members are expected to practice the principles of equal opportunity and anti-discrimination which is consistent with the essential characteristics of Gliding Australia mission and concern for social justice and equity.

9 Confidentiality

The confidentiality of the selection process must be maintained under all circumstances. Applications and referee reports must be stored securely and details of applications, interviews or any other aspect of the selection process should be treated as staff in confidence. Breaches of confidentiality and their impact on Gliding Australia and individuals are regarded as serious matters.

Application and personal information collected from applicants for advertised position must only be used to complete the recruitment and selection process.

All documents resulting from the selection process should be collated and retained by the CEO for the duration of the job role.

10 Approvals

The Selection Panel will make their decision as a recommendation to the Board or Executive, who will then approve the appointment or require another selection process.

Gliding Australia reserves the right to make no appointment to positions which have been advertised, to invite persons to apply for advertised positions, to appoint by invitation or to make a direct appointment to a position without recourse to advertisement in order to meet Gliding Australia business requirements and needs.

11 Appointment

Once the appointment has been decided, the head of the Selection Panel must arrange

- Contract
- Confidentiality and IP agreement
- Advise finance@glidingaustralia.org
- Communicate appointment to Gliding Australia Board and membership

12 Review Schedule

From time to time Gliding Australia may make changes to this policy and relevant guidelines to improve the effectiveness of its operation in accordance with the Gliding Australia change management process.