

Kaupapa-here | Recruitment, Sourcing and Selection Policy

Mō wai me te whānuitanga | Audience and scope

This Policy applies to Te Pūkenga Council members, Te Pūkenga advisory committee members and all employees of Te Pūkenga, including contracted staff, consultants and secondees providing services for Te Pūkenga, and those on fixed term contracts (collectively referred to as **Employees** in this policy document).

Mokamoka whakaaetanga | Approval details

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Approval authority	Te Pūkenga Council	Date of approval	30 May 2022
Policy sponsor (has authority to make minor amendments)	Director People, Culture and Wellbeing	Policy owner	Chief Executive
Contact person	Keri-Anne Tane	Date of next review	1 December 2022

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020		New policy
2	1 June 2022	Legal and Risk	High-level review and rollover pending confirmation of operating model and structure

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1. Pūtake | Purpose

The purpose of this policy is to ensure 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 Te Pūkenga build a great employment brand.

2. Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

The Council of Te Pūkenga acknowledges that this Policy has been adopted while there is ongoing work being carried out to consider how Te Pae Tawhiti - Te Tiriti o Waitangi Excellence Framework should be fully embedded in the Policy. The Council notes that Te Pūkenga is still on its transition journey and, as it matures, this Policy and others will be reviewed to ensure they align with the new Operating Model and reflect Te Pae Tawhiti best practice.

3. Ngā Mātāpono | Principles

- 3.1. Equal employment opportunities (EEO) nurture and enable a diverse workforce, reflecting community diversity at all levels of Te Pūkenga.
- 3.2. In order to provide a robust and consistent approach to all recruitment activities and enhance Te reputation as a good employer, Te Pūkenga commits to the following principles:
 - a) Appointment on merit: The selection of a person who is best suited to the position as defined by the selection criteria. The selection criteria will be based on Te Pūkenga individual job and person specifications.
 - b) Transparency: All permanent recruitment and selection processes are subject to an appointment review under the State Sector Act.
 - c) Fairness: All recruitment and selection processes will be just, impartial and maintain fairness.
 - d) Legal compliance: All recruitment and selection processes comply with the relevant legislation, including the Children's Act 2014, the Criminal Records (Clean Slate) Act 2004, the Employment Relations Act 2000, the Human Rights Act 1993, the Official Information Act 1982, the Privacy Act 2020 and the Immigration Act 2009.
 - e) Timeliness: All recruitment activities and related communications are carried out in a timely manner.
 - f) Within approval: Appointments shall only be made by staff with the appropriate authority to do so.

Candidate Experience

- 3.3. If you are involved in recruitment activity, you must ensure that the candidate experience is one that both engages potential employees and positively promotes the concept of Te Pūkenga to all candidates and others who interact with Te Pūkenga.

Pre-Employment Checks

- 3.4. Reference checks must be carried out with at least two work related references before any offer of employment is made.
- 3.5. Ministry of Justice checks and checks under the Children's Act 2014 shall be conducted for everyone who is offered employment. Any offer of employment shall be made subject to a satisfactory Ministry of Justice check being returned.
- 3.6. Credit checks shall be carried out before any offer of employment. Credit checks will only be required in relation to roles which have financial delegations or deal with finances, invoices, purchase orders, billing, procurement, financial or accounting systems or other similar responsibilities.