



National Premier Disability Services Personnel Employment

Purpose

Recognising that the people employed and otherwise engaged in Kalinda Wellbeing Centre are its most important resource, the director/business owner is responsible for all matters pertaining to the recruitment and management of staff and volunteers, in the expectation that they will be managed in a sound, fair, respectful and legal manner consistent with best practice in Human Resource Management.

Scope

Director/business owner

Contact Officer

Director/business owner:

National Premier Disability Services

Suite 212, 30 Campbell Street, Blacktown, NSW 2148 Ph: 02 9136 6045	Unit 4, 3 William Street, Goodna, QLD 4300 Ph: 0416 855 097
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Web: nationalpremierdisabilityservices.com.au

E-mail: enquiries@npdservices.com.au

References/Relevant legislation

Equal Opportunity Act 2010

Fair Work Act 2009

National Employment Standards

Relevant Awards and Agreements

Occupational Health and Safety Act 2004

Personnel Employment National Premier Disability Services	Reviewed: Nov 2018 Next Review: Nov 2019
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Related Policies/Documents

Recruitment Policy

Diversity and Equal Employment Opportunity at EACH Policy and Procedures

Managing Underperformance Policy

Corrective Action and Discipline Policy

Grievances and Appeals Policy

Professional Development Policy

Supervision Policy

Bullying and Harassment Policy

Performance Appraisal Policy

Pre-Employment Security Screening Policy

Recruitment and Induction Policy

Scope of Practice and Credentialing Policy

Pre-employment Security Screening Policy

Implementation Procedures

The Director/business owner shall ensure that:

1. Employment of staff is based on a job analysis which is reflected in an appropriate job description for the position
2. Staff have an up to date and relevant position description which accurately reflects Kalinda Wellbeing Centre's expectations of the person.
3. Judgements of the suitability of existing or new staff is based on merit with due regard to relevant qualifications and/or position related performance.
4. Employees and volunteer's rights to personal dignity, safety, the rights to ethical position-related dissent and to an approved and fair internal grievance process is maintained.
5. Staff in all positions undertake a regular performance review. Such a review shall be based on recognised performance review and management systems or processes and offer management and staff a process for addressing any issues that may arise.
6. Staff can pursue professional development relevant to their positions and within budgeted parameters. Such opportunities will be related to individual performance reviews with terms and conditions.
7. Staff have the right to join a relevant professional or industrial association and to have access to the services of that association as these relate to the workplace and related conditions.

8. The termination of staff employment complies with recognised and legislated Industrial Relations practices

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