



Recruitment Procedure

Statement: Presbyterian Support Upper South Island (PSUSI) is committed to building a diverse workforce with complementary strengths to be a leading contributor to social wellbeing.

Recruitment will be open, honest, and transparent with a focus on placing the right people in the right roles while ensuring our PSUSI employees are given opportunities to advance and develop within the organisation.

PSUSI is committed to recruiting competent and motivated employees, volunteers and service contractors who share the values of the organisation and work in a professional, respectful, and adaptive manner.

PSUSI has a commitment to be a Tiriti o Waitangi Dynamic Organisation. This means the articles of te Tiriti o Waitangi guide everything we do. Part of this commitment is to ensure we recruit more Māori staff (and other ethnicities) to reflect on a proportional basis, the ethnicity of our client base.

At all stages of recruitment, including advertising and screening, PSUSI’s values of caring for those who receive service in our care, the safety of people in our care and prevention of abuse and neglect will be emphasised. This includes clients who previously received service from PSUSI whether in a care facility or in community- based care.

<https://psuppersouth.org.nz/about-us/>

Scope: Family Works, Enliven and corporate functions.

Refer: [Recruitment Flowchart](#)

1. Approval

- 1.1 If a current role becomes vacant outside of Senior Leadership Team (SLT) roles, approval is not required to progress with advertising the vacancy but should be advised to the People, Culture and Well Being Manager (PCWM) and Tumu Whakarae Taiwi (Co CEO).
- 1.2 If a current role becomes vacant within the SLT, pre-approval is required from the Tumu Whakarae Taiwi prior to recruitment commencing.
- 1.3 If a new role is proposed for establishment within existing budget, pre-approval is required from the Line Manager and People, Culture & Wellbeing Manager. The Tumu Whakarae Taiwi should be advised.
- 1.4 If a new role is proposed for establishment outside of current budget, pre-approval is required from the Tumu Whakarae Taiwi and PCWM.

2. Advertising

- 2.1 All full-time or significant part-time roles will be advertised internally across the PSUSI region at a minimum, unless meeting the exception criteria. This criteria includes recruiting for a highly specialised role benefiting from a direct approach or other means of obtaining applicants such as the Kaiārahi role.

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- 2.2 All external recruitment will be advertised at a minimum, on SEEK and the PSUSI website. The job advert, job description and application form will be loaded to the PSUSI website and linked to the SEEK advert. Roles may also be advertised via social media or other sources as required.
- 2.3 All vacancies are shared with Tumu Whakarae Tauwiwi and Tūmu Whakarae Māori for them to forward to the Board Members so they can circulate the vacancy to their Māori and Pacifica networks and we have also advertised on the <https://ahujobs.maori.nz/> website
- 2.4 For all recruitment, a Position Descriptions and Job Advert will be reviewed/ drafted by the hiring manager using the templates provided and in line with relevant legislation such as Human Rights Act 1993. These will then be finalised and listed/distributed by the PCWM.

3. Selection

- 3.1 All external applicants for advertised roles **must complete an application form** and provide a cover letter and a current CV.
- 3.2 All internal applicants must complete an expression of interest/cover letter. Requirement of a current CV will be at the discretion of the hiring manager and this requirement will be communicated when advertised.
- 3.3 A formal interview must be conducted for any prospective applicant, internal or external, prior to selection for the role.
- 3.4 An interview panel must consist of two people including the hiring manager. The assisting panel member must be another manager or team leader and if culturally appropriate a member of the PSUSI Roopu or the Tāhuhu Ahurea.
- 3.5 It may be beneficial to have input from persons outside the immediate working situation or organisation during the selection process. The People, Culture & Wellbeing Manager is available to attend as a second person for interviews if required.
- 3.6 Once interviews have been completed and preferred candidates are selected, reference checks must be carried out by the hiring manager. For external candidates, at least two referee checks will be completed. This must include a current or most recent employer and should be the person they reported to or another senior role. For internal candidates, at least one referee check must be completed. Approval must be given by the applicant prior to contacting referees; it is best practice to confirm with all applicants at the interview stage that they consent to you contacting their referees. Referee Check Form 123 should be used to record the results of the check.
- 3.7 Once the selection process has been completed and a successful applicant selected, a verbal offer including remuneration rate (based on current grading structures and pay equity agreements), working hours, preferred start date and all basic details should be provided to the applicant by the hiring manager. It must be advised that this offer is pending the appropriate checks.
- 3.8 Once verbally accepted, the hiring manager will call the unsuccessful interviewed applicants to advise that they were unsuccessful. If unable to contact via phone, then a voicemail message or email is acceptable. The hiring Manager will advise the PCWM of the unsuccessful applicants that were not interviewed for a generic decline email to be sent.

4. Safety checks

All PSUSI employees are safety checked. At the final stage of selection the following checks are to be made for the preferred applicant(s). Safety checks are also required for those contracted to provide services on behalf of Presbyterian Support.

4.1 Identity confirmation

Checks to confirm identity will be conducted for the preferred applicant. Photographic identification is required. (e.g. current driver's licence.) Also required either current passport or birth certificate.

Where names differ, evidence of change of name may be required (e.g. marriage certificate).

Two forms of identification are required for the Children's Workforce, (refer to Children's Act 2014). Refer to the [guidelines](#) or acceptable forms of primary and secondary identification.

Copies of identification documents should be held on file for audit and approval purposes.

4.2 Police Checks

Because of the nature of our work, and due to auditing requirements, Police or Ministry of Justice checks will be carried out on all volunteers, employees and contractors..

For staff who will work with Children, they will be required to undergo additional levels of screening under the requirements of the Children's Act 2014.

Social Work students on placement will require vetting to be completed.

If beginning work prior to their police checks being returned, employees should be monitored until a clear police check has been returned.

4.2.1 Police Vetting (form 384)

This vetting is for individuals who work directly with children, older people, vulnerable people and/or people with special needs.

This check will provide a criminal history as well as any additional information that is believed to be relevant to the position (e.g. active charges, demerits, any interaction with police either as a victim, offender or a witness).

The level of activity with children or vulnerable adults should be stated clearly in the "Description of the Applicants role" field - e.g. State position, (working predominately with children) - MSD level 1.

It is an MSD requirement that an Exception Police Report is requested for all employees who will be working with vulnerable children

4.2.2 Outcome of Police Checks

A previous conviction need not preclude appointment. The delegation for appointment where offences have been committed is at Manager level.

Factors that would be considered are the nature of the offence; the age and circumstances when the offence/s were committed; the period of time without offending and the type of position being applied for.

PSUSI will not employ any children's worker if they have been convicted under [schedule 2](#) of the Children's Act 2014

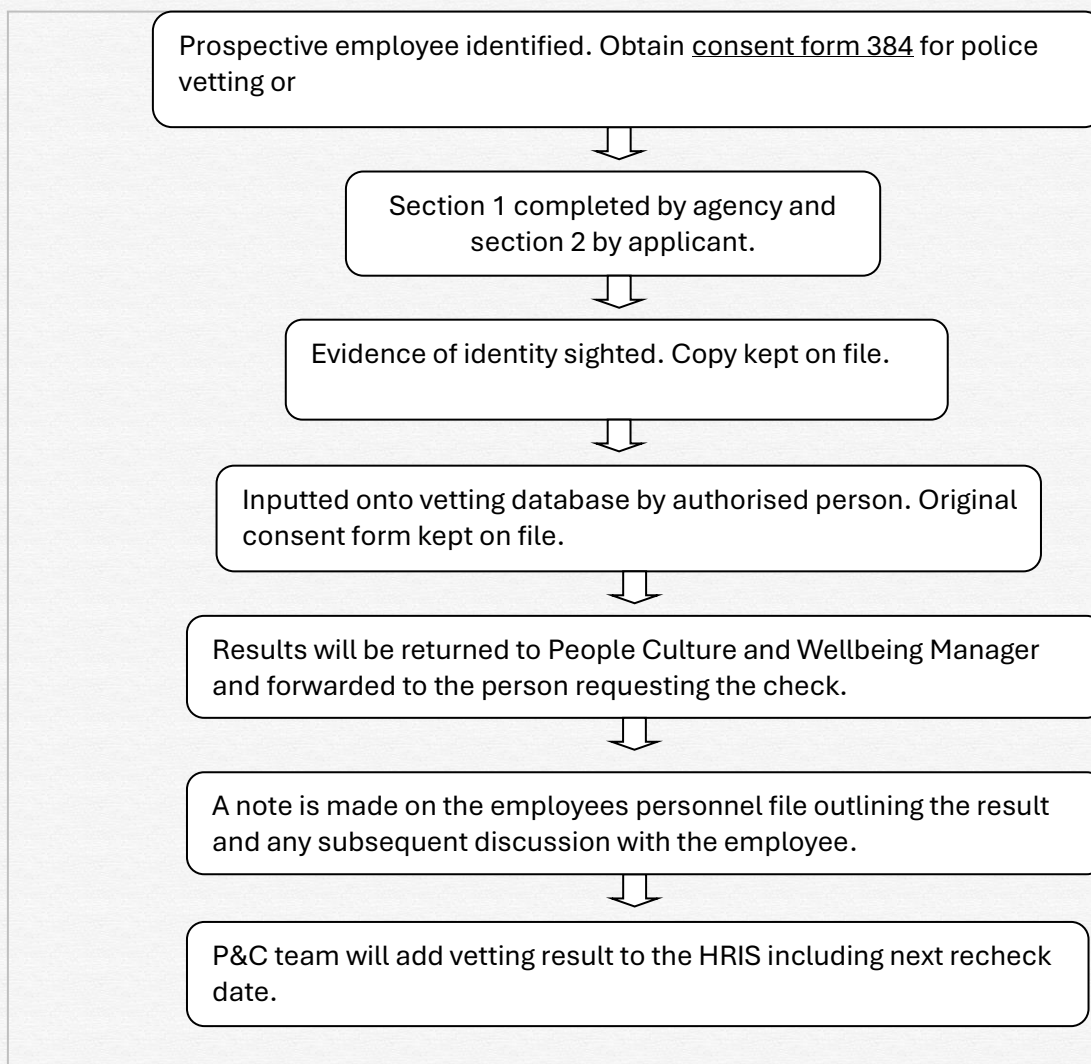
Workers will be advised of the outcome of their police check.

4.2.3 Re-checks

All staff and volunteers are required to have a check carried out every three years from the commencement of employment. This is the responsibility of the service manager or delegated person.

At the discretion of senior leadership team managers, other staff who are unlikely to have contact with clients may be exempt from the recheck.

Where a serious offence becomes known during the employment period or as a result of the renewal process this will be managed by the senior leadership team manager and as required the General Manager Social Services or Tumu Whakarae Taiwi.



4.3 Working with children

As per the definitions in the Childrens Act 2014, PSUSI employs both Childrens Workers and Core Workers as a part of the workforce. Comprehensive screening and a risk assessment will be undertaken for any appointment made within these roles to meet the requirements set out in the Act. If employment commences before these checks have been completed the staff member must not work alone with children.

PSUSI will not employ someone to work with Children if they have been convicted under schedule 2 of the Children’s Act 2014.

Definitions:

child means any of the following:

- (a) a person who is under the age of 18 years:
- (b) a person who is under the age of 21 years and has been in care (as defined in this subsection):
- (c) a person who is under the age of 25 years and is receiving transition support from the department under Part 7 of the Oranga Tamariki Act 1989

children's worker means a person who works in, or provides, a regulated service, and the person's work—

- (a) may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
- (b) takes place without a parent or guardian of the child, or of each child, being present

core worker means a children's worker whose work in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person—

- (a) is the only children's worker present; or
- (b) is the children's worker who has primary responsibility for, or authority over, the child or children present

PSUSI roles included in these categories are:

- Family Worker – Community
- Family Worker – Mana Ake
- Family Worker – SWiS
- Youth Coach
- Transition to Adulthood Coach
- Team Leader – Family Works
- Team Leader – Youth Services
- Team Leader – SWiS
- Team Leader – Mana Ake
- Social Worker/ Psychologist / Counsellor
- Mentor Coordinator

For these roles, the following will be completed:

- Police Vetting – Exemption check (and re-check every 3 years)
- PSUSI Risk Assessment (and re-check every 3 years)

4.3.1 Family Works Risk Assessment (form 426)

As well as the above forms, to identify any risks the person may pose to the safety of children if employed to work with children. The decision maker should be satisfied that the employee would pose no risk to the safety of children if employed or engaged.

Further information may be sought from the prospective employee if information is unclear or inconsistent. Consideration will be given to whether further information is required from previously contacted referees, further referees or if expert external advice is required.

4.3.2 Periodic Assessment of Risk

Every 3 years from the commencement of employment the employee will undergo a further risk assessment using form 426A

This will be completed at the same time as police vetting recheck.

It is the responsibility of the manager to ensure the risk assessment is completed and this is evidenced by signing form 426A

The compliance around police vetting is kept up-to date on the HRIS system and a reminder when it is due is sent to the individual and managers

Where concerns arise at any time regarding the employee's suitability to continue working with children a risk assessment will be carried out.

4.4 Work history

This information is collected and retained in an employee CV and is verified by referee checks to current and past employers where authority has been given.

4.5 Qualification, professional registration, licensing confirmation

Where the advertised position requires the preferred applicant to hold a specific qualification, a current practising certificate or licence, confirmation of this must be obtained and kept in the employee file. Any restrictions to practice do not necessarily exclude an applicant.

5. Overseas recruitment - Refer to Immigration Guide for Employers

5.1 New Zealand (including the Cook Islands, Niue and Tokelau) and Australian citizens/residents do not require a work visa to legally work in New Zealand.

5.2 Evidence may be required as proof of eligibility to work in New Zealand. This may include NZ passport, citizenship certificate, residence class visa, endorsement in foreign passport, Australian passport, Australian permanent residence visa or a resident return visa

5.3 Foreign passport holders eligible to work in New Zealand must show evidence of this. This may be a work visa label or stamp in their passport or an electronic visa. This must be copied and saved to the employee file.

5.4 If intending to recruit from outside of New Zealand please consult with the PCWM

6. Conflicts of interest

6.1 In the instance that there is a conflict of interest between the hiring manager and an applicant, such as a friend or family member of the hiring manager, the hiring manager must not continue the recruitment process and must hand the selection process to an alternate manager.

- 6.2** A recommendation of appointment will be made by the newly appointed hiring manager and a final decision made in discussion with the manager.
- 6.3** If the successful candidate is a friend, family member or has any other status that causes a conflict of interest with the manager this must be approved by the PCWM in consultation with the Tumu Whakarae Tauwiwi

7. Employee Files

- 7.1** Employee Files will be kept digitally (C:\Users\robyn\OneDrive - Presbyterian Support USI\Employee Files - HR Team) on the PSUSI server and will only be available in full to the PCWM, and Tumu Whakarae Tauwiwi.
- CV
 - Cover Letter
 - Application Form
 - Interview Sheets
 - Referee Check including employment verification
 - Police vetting results
 - Photo ID
 - Proof of qualification & professional registration where relevant
- 7.2** Managers will have access to view their team's employment files only.
- 7.3** By the end of recruitment, the following documents pertaining to the successful applicant will be uploaded to the IntelliHR database:
- Copy of signed employment agreement
 - Signed position description
 - Signed code of conduct
- 7.4** The following documents or prompts are uploaded to the Qualifications section of HRIS to allow for renewal reminders.
- Police vet
 - Copy of drivers licence
 - Annual practicing certificate (where relevant)
 - Qualifications/registration certificates (where relevant)
 - First aid certificate (where relevant)
 - Initial risk assessment