

## GPI: 002 Employment Recruitment Policy

Status: Approved	15 July 2008
Edition: 4	23 February 2011
Amended	28 September 2011
Originating Date:	15 July 2008
Last Review:	23 February 2011
Ratification Date:	23 February 2011
Next Review Date:	9 February 2012
Documents Controlled:	30 December 2008

Signed: .....  
Policy Portfolio Holder

**Policy Name:** GPI Employment Recruitment Policy **Number:** GPI 002

**Reference:**

The Laws of Pitcairn, Henderson, Ducie and Oeno Islands:  
Cap 11, Local Government Ordinance: Page 201 Part II Island Officers, Island Council and Divisions.

9. Divisions

9. (2) It shall be the duty of various Divisions to carry out the orders of the Council and to perform such duties as the Council may direct.

**Rationale:**

Recruitment and selection decisions significantly affect GPIs ability to meet its strategic objectives. GPI considers it important to invest time and energy into recruitment. The process is two-way; not only are appointment panel members assessing the best person for the position but applicants are also deciding whether they wish to work in a particular role or department.

**Eligibility for Employment:**

- a) Unless specified under Pitcairn Law all persons who having reached the age of 16 (see b) below) and have resided on the Island for not less than six continuous months previous to the date of the job being advertised, and have intentions to reside indefinitely are eligible to apply for employment.
- b) Secondary school students may only apply for employment if in the opinion of the school teacher employment will not encroach upon their course of study.
- c) Council may make acceptations to a) and b) above when efforts to find a suitable candidate have failed or is not possible.

**Definitions:**

**Immediate Family**

Spouse (includes defacto partners), parents, children and, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law. Adopted and step members are also included in immediate family.

**Conflict of interest:**

“A conflict of interest (COI) occurs when an individual or organization within GPI is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other.

A conflict of interest can only exist if a person is entrusted with some impartiality; a modicum of trust is necessary to create it. The presence of a conflict of interest is independent from the execution of impropriety. Therefore, a conflict of interest can be discovered and voluntarily defused before any corruption occurs.

More generally, conflicts of interest can be defined as any situation in which an individual or organisation (either private or governmental) is in a position to exploit a professional or official capacity in some way for their personal or organisational benefit.

Because of Pitcairn's unique position if conflict of interest cannot be avoided then it should be minimized where possible.

**Policy Objectives:**

The GPI Employee Recruitment policy is intended to ensure efficient and non-discriminatory practices for the recruitment of all Government employees.

**Activities:**

**All new and existing job vacancies will adhere to the following process.**

- a) The creation of any new job must be approved by the relevant Division Manager and Council. Proposals for all new jobs must be submitted to Council and be accompanied by the draft job description. All such proposals must receive Council approval before the job itself can be advertised.
- b) When existing job vacancies occur the position will be advertised as soon as possible. A job may be advertised internally or externally. An exception may be made when Council decides that a position does not need to be filled on a temporary basis, following consultation with the relevant Division Manager. The person who advertises the job is the person who is to chair the interview panel.
- c) GPI vacancies advertised internally will be advertised within the Department as soon as possible. GPI vacancies advertised externally will be advertised as soon as possible, on the Public Notice Board and by way of Public announcements on 2 separate days, on Channel 16 during the evening hours.
- d) All advertisements and announcements will state the closing date for applications.
- e) Job descriptions (JD) are available at the Division Manager's office and/or Island Secretary's office.
- f) A reminder announcement will be made the day before applications close.
- g) Job applicants will have 5 days to collect the Job Description and submit the completed GPI application form to the relevant GPI representative.
- h) An interview panel relevant to the position will be decided and a date and time for interviews will be set.

**The Interview Panel****Selection of the Interview Panel:**

- a) The Interview panel will consist of no less than two stake holders and at least one independent person;
- b) All members selected for the panel must be able to interview all applicants for the job advertised.

**Where there is no conflict of interest:**

- a) In the case where the job is for a DM position two of the stake holders are the portfolio holder for that Division and the Mayor or deputy Mayor. The Mayor or deputy Mayor shall chair the panel.
- b) In the case where the job is for an HoD, two of the stakeholders are the portfolio holder for the Division and the DM for that Division. The DM shall chair the panel.
- c) Where the job is for an employee within a Department two of the stake holders are the DM for the Division and the HoD. The DM shall chair the panel.
- d) Where the job is for a special Projects two of the stake holders are the Project manager and the DM for which the project falls under. If the project falls under Council then the Project Manager and a Councillor whose name shall be drawn from a hat will be the stake holders. The Project Manager shall chair the panel.
- e) When the job is for a Projects manager then he or she is treated as though he or she were an HoD and the procedure in b) above applies. If the project falls under Council then two of the stake holders are the Mayor (or deputy Mayor) and one other Councillor (whose name is to be drawn out of a hat if the project doesn't ultimately fall under that Councillors portfolio). The Mayor (or deputy Mayor) shall chair the panel.
- f) Where the job falls under PIO the head of PIO and DM who manages the job on Island shall be the two stake holders. The head of PIO shall be the chair.
- g) Where the job falls under HMG, e.g. Island Police, the Governor's Office (the Governor, Deputy Governor or Governors Rep) and the DM who manages the job on Island shall be two of the stake holders. A Councillor who is not the holder of the portfolio for which the job fall under and whose name shall be drawn from a hat shall be the Independent person.
- h) The independent person in all cases except for g) above shall be the Governors Rep or someone appointed by the Governors Rep. Where the Governors Rep chooses to appoint someone that person should have minimal conflict of interest.

**When there is a conflict of Interest:**

- a) When a portfolio holder/ Councillor cannot sit on the panel due to a conflict of Interest the portfolio holder will notify the Mayor (or a Council member if there is a conflict of interest with the Mayor) who will then select an eligible Council member by drawing names out of a hat.
- b) If a DM cannot sit on the panel due to a conflict of interest then the portfolio holder/Council member selected in a) above will select another eligible DM by drawing names out of a hat.
- c) If an HoD cannot sit on the panel due to a conflict of interest then the DM selected in b) above will select an eligible HoD from within the same Division under which the job in question sits.
- d) A person related to the immediate family of any applicant/s may only sit on the Interview panel as an advisory member. That person cannot be a part of the decision-making process of the panel.
- e) No two persons related within the immediate family shall sit on the Interview panel.
- f) Persons on the interview panel must be eligible to interview all applicants

**Procedure for interview panel**

- a) The interview panel will be organized by the Chair of the panel who will meet with the other panel members and agree on a set of questions to ask potential applicants.
- b) Each interviewer will have a copy of each question written on the form annexed to this policy.
- c) When there are more than one applicant each applicant will be asked the same questions.
- d) During the interview each interviewer will record next to each question any comments he or she feels are relevant relating to the response of the applicant, and will record a score between 1 and 5 inclusive (1 being least favourable, 5 being most favourable) to indicate his or her opinion as to how well the applicant has responded to the question. (The interviewer shall also take into account any relevant references in any CV or any other document/s supplied by the applicant.)
- e) At the end of the interview each interviewer will tally up their score. Each panel member, using the scores as a guide, makes his or her decision and their decision is recorded as being either “successful” or “not successful” on each applicants question form.).
- f) All applicants are notified of their results by the Chair who shall also offer the job to the successful applicant, if any.
- g) If by chance the successful applicant declines acceptance of the job the Chair shall call the Interview panel and decide whether to accept another of the applicants or to re-advertise the job.
- h) The chair of the interview panel shall also notify the outcome to any other relevant GPI representative (e.g. DM's) if and when necessary. .
- i) The chair shall file all interview question sheets with score/vote results with the Island Secretary/DM's for safe keeping.

The Interview Panel may consider accepting an applicant without interviewing the person if that person is the sole applicant and has been previously employed in the advertised position to the satisfaction of the Interview Panel. (This paragraph approved by Council 28<sup>th</sup> September 2011)

#### **Confidentiality:**

Panel members should be mindful that matters relating to the interview of applicants are confidential.

#### **Unsuccessful applicants:**

- will be thanked by the Chair for their interest and participation.
  - are entitled to know why they didn't get the job. The chair of the interview panel will respond in general terms for example: there were stronger applicants, we wanted someone with more experience, we wanted someone with a stronger vision for the future of the role, etc.
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- Subject to the applicant's acceptance, the Portfolio Holder/DM/HOD will advise them of the proposed start date and issue their employment contract.
  - If a handover period is necessary this should be considered when issuing starting dates for new employees.
  - If Candidates are deemed unsuitable for the advertised position by the interview panel, the job will be re-advertised. If there are no applicants by the closing date, the Mayor/Portfolio holder/DM/HOD will announce and advertise in writing that the position has not been filled and that the vacancy is left open. After this time if they are approached by an applicant, they should re-announce the vacancy and set a new

closing date for applications and follow the interview process as stated above.

- If the position has to be filled and there are no applicants, the Council/Division Manager may modify the role to meet the minimum requirements necessary and re-advertise the new role. If after this process a suitable applicant is found but they will only work to conditions outside the current budget or job description, council approval must be sought before the applicant is employed.

- The relevant GPI representative, i.e. The Mayor or DM's will provide the Government Treasurer with the new appointee's start date.

- All applicants should be advised that while it is not mandatory, it will be in their best interest to supply references/CV's relevant to the job being advertised as the Interview Panel may use these in its decision making.

This Policy is approved by: ..... Date:  
GPI Mayor

This Policy is effective as of: .....Date: