



POLICY ON RECRUITMENT AND **APPOINTMENT**

Approved on 20 April 2016

RATIONALE

1. The aims of the School are to provide equal opportunity in employment and to ensure that the best available employees and independent contractors are recruited that will understand and work toward the aims of the School.

DEFINITIONS

2. In this policy the following terms stand for the following definitions:

“**Council**” means the Council of the Christchurch School of Music;

“**Employment Agreement**” means any employment agreement, whether individual or collective;

“**Independent Contractor Agreements**” means any agreement for services with an independent contractor; and

“**School**” means the Christchurch School of Music.

POLICIES

3. Recruitment, agreement, negotiations and appointment procedures will be fair, just, and consistent and will comply with the laws of New Zealand.
4. The School encourages past and present students and employees to return to the School as employees or independent contractors.
5. The School is committed to providing equal opportunity in employment irrespective of gender, age, sexual orientation, ethnic or national origin, marital status or religious or ethical beliefs.
6. The School is committed to growing the skills and capabilities of current employees and will therefore encourage current employees to take on additional roles and responsibilities where appropriate.
7. The School will enter into individual employment agreements with the following position Music Director; Assistant Music Director; Supervisors; Office Manager and any other permanent employee.
8. The School will enter into independent contractor agreements with teachers and conductors.
9. Policing vetting will be carried out in accordance with the requirements of the Vulnerable Children’s Act 2015, and references must be checked before entering into an employment agreement or independent contractor agreement.
10. No employee or independent contractor should begin work until after an employment agreement or independent contracting agreement has been signed.
11. The Council, and any relevant committee of Council, and current employees will follow procedures under this Policy in accordance with the laws of New Zealand and will keep a written record of the procedures employed and the decisions made.

PROCEDURES

Recruitment process for the following positions:

- Music Director;
- Assistant Musical Director;
- Supervisor;
- Office Manager;
- CYO Conductor; and
- any other permanent employee.

Step	Procedure	Person/s responsible
1. Establishment of an Appointment Committee	The Council must establish an Appointment Committee and delegate the responsibility for filling the vacancy to that committee.	Council
2. Position Description agreed	A position description for the role will be drafted or reviewed, and approved by the Appointment Committee. The position description will include the competencies, skills and experience required for the job.	Appointment Committee
3. Advertising the position	Vacancies will be advertised both internally and externally.	Appointment Committee
4. Application process	Applicants will be asked to complete a CSM Application Form, supply a cover letter, curriculum vitae and the names of three referees. All applications will be acknowledged promptly.	Appointment Committee
5. Short list	A short-list will be identified and will be interviewed and/or auditioned.	Appointment Committee
6. Interview and Audition	Interviews and auditions will be conducted using structured interviewing techniques and by two or more qualified people.	Appointment Committee
7. Reference Checking	Reference checks will be carried out with at least two referees before any offer of employment is made. References will only be requested from the candidate who is offered the job.	Appointment Committee
8. Preferred Candidate	The preferred candidate will be offered the position in writing and an employment contract, subject to the satisfactory return of police vetting.	Appointment Committee
9. Advising applicants of the outcome	Once an offer has been accepted in writing, all remaining applicants will be advised in writing of the outcome.	Appointment Committee

Recruitment process for Teachers, Head of Department, Programme Co-ordinators and Conductors (except CYO Conductor)

Step	Procedure	Person/s responsible
1. Advertising annually for teachers	At least once a year, during Term 4, a public advertisement will be published for 'expressions of interest for music teachers at CSM'. This will ensure that the widest possible range of potential employees is considered and available when positions become vacant.	Music Director
2. Appointments Committee	When a position becomes vacant, the Appointment Committee will be the relevant Head of Department and the Music Director.	Music Director
3. Consideration of applicants	If time allows, a specific external and internal advertisement will be published. Otherwise, applicants will be sought from the 'expressions of interest' list.	Appointments Committee
4 Appointment of Teacher	<p>The Appointment Committee will follow due process (as close to the process for appointment of permanent employees as practicable).</p> <p>All applicants will be police vetted and have their references checked.</p>	Supervisor/Musical Director
3. Tabling of appointments to Council	The process followed for each appointment will be reported to the next Council Meeting within the Music Director's Report.	Music Director