

## **POLICY: 6 HUMAN RESOURCES**

PURPOSE: TO SUPPORT ALL STAFF<sup>1</sup> TO CONTRIBUTE TO THE TRUST'S GOALS AND OBJECTIVES TO THE BEST OF THEIR ABILITIES

MEASURE/S OF ACHIEVEMENT: *service and project evaluations*

*These policies must be read in conjunction with the Trust Deed.*

### GENERAL

The Trust will act as a good employer.

The Board delegates full responsibility to the Kaiwhakahaere for all matters relating to the management of other staff in the expectation that this will be provided in a sound, fair, and respectful manner in accordance with the current employment documents. Therefore, the Kaiwhakahaere must:

- ensure the rights of all staff to personal dignity and to have access to an approved and internal complaints process
- provide a Protective Disclosure process

### RECRUITMENT AND APPOINTMENT OF STAFF

Effective recruitment and selection practices will be used to ensure that appropriate staff are employed in all roles in order to achieve the Board's goals and objectives.

All staff, paid or unpaid, are employed on the basis of job descriptions which clarify the skills required and which list the roles, responsibilities and key tasks involved. All staff, whether paid or unpaid, shall:

- demonstrate skill competence in the work for which they are employed and
- demonstrate a commitment to personal professional development and
- be safety checked if they have unsupervised access to children, or information held about children

All paid staff will be subject to a 90-day trial period.

No persons with any conviction for sexual crimes or crimes of violence/abuse against anyone should be employed (paid or unpaid) by the organisation in any capacity; however, should the agency believe that special circumstances exist which justify the involvement of a person with such a conviction, a proposal would be made to CYF, detailing the special circumstances and addressing matters of supervision and control of the person. No persons with a conviction for dishonesty, e.g. fraud, are to be involved with the finances of the organisation.

The staff are the Trust's most valuable resource and the most critical to the quality of service delivery; therefore, it is essential that there is an effective process for integrating them into the organisation. Every new staff member will participate in a planned, structured induction process fit for purpose. It should be assumed that it is likely to be six months before a new employee is completely familiar with the organisation and functioning at full capacity; during this time s/he should have a relatively light workload (to

<sup>1</sup> In all policies and procedures, 'staff' refers to paid and unpaid unless specified otherwise

the extent that agency conditions permit). For the remainder of the employee's first year at Tai-awa they generally will not be expected to take on responsibilities outside their basic role.

#### APPRAISAL, DEVELOPMENT and SUPPORT

Staff appraisal, development and support have the dual purposes of contributing to achievement of the Board's goals and objectives and to enhancing the safety and quality of employment by the Trust. Every effort will be made to ensure that staff have choices when support is provided.

All permanent staff will have at least one appraisal annually for the purpose of providing mutual feedback. All staff employed for a year or longer will have development plans which are appropriate to their roles and which are reviewed annually in the context of appraisals. Professional development priorities will include, but not be limited to, addressing issues raised in appraisal, personal professional goals which are relevant to the organisation and cultural competency capabilities.

All staff will be supported by regular line supervision and will have access to peer supervision. All paid professional staff will have access to external supervision as needed and to cultural supervision as requested.

#### EQUITY AND DIVERSITY

Employment practices will not be discriminatory except for aspects which are clearly job-related (e.g., literacy skills necessary to a role).

As far as possible, employment practices will be sensitive to the needs of all cultural groups represented amongst the staff and will be whanau-friendly.

#### DISCIPLINARY ACTION

Every effort will be made to ensure that policies, structures, and procedures operate effectively to avoid the need for disciplinary action. The Kaiwhakahaere has the responsibility to ensure that all staff understand what is expected of them and for providing training, supervision and other support to assist in achieving those standards where necessary.

If, however, disciplinary action does become necessary, procedures based on due process will be followed. They include, but are not limited to,

- investigating the situation, including the staff member's explanation
- checking that the staff member understands what is required
- offering support so that the staff member is able to meet expectations

If there is an allegation of abuse or other serious misconduct by a staff member in relation to a child or other adult, the staff member will be re-assigned to duties which do not involve contact with any service users while the matter is promptly investigated. The Trust commits not to use 'settlement agreements' which would allow a member of staff to agree to resign provided that a future reference is agreed and no disciplinary action is taken with regard to alleged misconduct involving children.

**Approved by Trust Chairperson:**

**(On behalf of the Ngāti Tamaoho Trust)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_