

Recruitment Policy

This page outlines the Ministry of Social Development's recruitment policy.

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Purpose

To outline the principles for recruiting employees at the Ministry of Social Development (MSD), enabling us to develop a skilled and diverse workforce that supports the strategic direction of MSD.

Policy statement

MSD's Recruitment Policy aims to ensure:

- the people best suited are appointed to positions, based on merit
- appointments are based on the skills, behaviours and abilities necessary to carry out the roles effectively
- compliance with legislative obligations, including the Public Service Act 2020, Employment Relations Act and Human Rights Act
- our practices are consistent with MSD's strategic priorities including Te Pae Tawhiti, Te Pae Tata and our obligations under Te Tiriti o Waitangi.

Scope

The Recruitment Policy applies to the appointment of permanent, temporary (fixed term), and casual employees to positions in MSD.

Policy principles

Our recruitment practice is informed by the Public Service Act 2020 including:

- Appointment on Merit – Section 72
- Obligation to Notify Vacancies – clause 1 of Schedule 8
- Obligation to Notify Appointments – clause 4 of Schedule 8

This means:

- Appointment is merit based, meaning the ability of a person to perform a job taking into account:
 - knowledge
 - skills
 - qualifications and experience
 - personal attributes
 - potential for future development.
- Wherever practicable, MSD will advertise all vacancies in an appropriate manner to attract suitably qualified applicants.
- Each recruitment process is consistent, fair and transparent.
- Selection decisions are merit-based and do not discriminate (either directly or indirectly).
- Applicants are given sufficient information that provides an accurate understanding of the role and selection criteria.
- Recruitment and selection processes are professional and objective, with selection based on relevant and specific selection criteria.
- We value diversity and purposefully recruit people who reflect and understand the diversity of New Zealand and the communities we serve.
- All processes and recommendations can be evidenced

We have a robust recruitment process to ensure that every decision appoints the best person with the right skills and values at the right time.

Our standard appointment process normally includes written applications, short listing, competency-based interviewing and reference checking. Additional selection tools can be used such as ability testing and personality profiling.

Responsibilities

Person/Party	Responsibilities
Hiring Manager	Manage the recruitment process ensuring all decisions are fair, transparent and consistent with legislation and MSD policy and practice. Makes recruitment recommendation to the Approving Manager.
Approving Manager	Approves the request to fill the vacancy, confirms that the role is within budget and current structure. Approves the panel composition, that the appropriate selection process was applied, the recommendation and remuneration offer.
Recruitment Partner	Provides guidance and support to hiring managers.

Definitions

Word/Phrase	Definition
Hiring Manager	The manager responsible for the vacant position. This will usually be the manager the appointee will report to.
Approving Manager	The manager two levels above the vacant position, ie usually the person the hiring manager reports to.
Recruitment Partner	Recruitment subject matter expert.
Appointment on Merit	The person best suited to the job is appointed to the position.

Related policies

[Appointment Review Guide](#)

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