

Hiring Policy

This Hiring Policy has been established to ensure Institutek is open, transparent and accountable in the way we recruit staff or contractors. We want our recruitment process to be fair and equitable and help us to build the diverse and inclusive teams needed to create change in government. This policy relates to employment of all staff.

Policy Details

1. Institutek values diversity and inclusion, including in recruitment. In keeping, Institutek will advertise (internally and externally as deemed appropriate) all vacant positions broadly across a range of diverse recruitment channels.
2. Institutek wants to remove any barriers that may prevent individuals from applying for advertised positions. Positions may be flexible, including opportunities for flexible hours, work locations and job-sharing.
3. Institutek actively seek and encourage suitable applicants from underrepresented groups to apply for vacant positions with us.
4. Institutek is committed to making any reasonable workplace adjustments to ensure people of all abilities are able carry out their role as part of the organisation.
5. Institutek offers prospective staff the opportunity to offer feedback and make appropriate adjustments to position descriptions.
6. Institutek will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.
7. All recruitment and selection procedures and decisions will reflect Institutek's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities.

Contact

If you have any questions regarding this document, please contact Belle via email at isabella.panganiban@institutek.com. We would love to hear your feedback on our policies with any suggestions on clarity or additional information.

Review

This policy was last updated and reviewed on 15 November 2021
This policy was adopted by Institutek Pty Ltd in August 2020