

Transport Core Recruitment Policy



CP21005

Transport puts people at the heart of everything we do. Our success relies on recruiting the best people for every role.

Selecting a new team member is part of an integrated talent management approach in Transport. Workforce planning, initiatives to increase diversity, talent identification and talent development all form the basis of the attraction and selection strategy. Candidate experience is paramount and is representative of the Transport brand.

The principles outlined in this Policy provide the framework for effective and efficient recruitment to enable Transport to attract a high performing and diverse workforce. This Policy should be read in conjunction with the Transport Core Recruitment Procedure and any relevant agency level procedures. Hiring managers should consult with their agency Talent team for advice.

Transport is committed to providing a fair and transparent approach to recruitment in accordance with the following principles:

- **Integrity** – Candidates are considered equally without prejudice or favour and the process is free from conflicts of interest. Leaders act with integrity when sourcing internal talent.
- **Merit-based selection** – Employment decisions are based on merit: an assessment of an applicant's relevant capabilities, skills and experience against the role requirements to determine the person best suited to the role and the agency's needs.
- **Diversity** – Transport is committed to developing a diverse workforce that reflects the community we serve, enabling customer-focused service delivery and enhanced organisational performance.
- **Confidentiality** - Information about applicants both during and after recruitment and selection activities is confidential and must not be disclosed to individuals not directly involved in the process.

This Policy applies to staff performing work for the following:

- Transport for NSW
- Department of Transport
- Sydney Trains
- NSW Trains
- State Transit
- Sydney Metro
- The Point to Point Transport Commissioner

This Policy applies to the filling of non-Executive and Transport Senior Manager and Senior Executive roles.

A handwritten signature in black ink, appearing to read 'Rob Sharp'.

Rob Sharp
Secretary
8 August 2021