



# MANAGEMENT APPROACH

## Employment



### COMMITMENT

We contribute to local economic prosperity through local employment.

### GOAL

To support the local economy and prosperity through local employment.

NCIG is committed to supporting the prosperity of Newcastle and the Hunter Region. Our recruitment and selection approach promotes local opportunities, and we have a strong tradition of engaging local contractors, particularly across maintenance, engineering, human resources, and other specialist services.

NCIG is committed to supporting the prosperity of Newcastle and the Hunter region through our recruitment and selection approach to promote local opportunities. We believe that local employment is critical to maintaining a responsive and agile workforce and is a key principle in our strategy to optimising sustainable operations. It is also important to us that we provide opportunities for quality employment within our local community and provide skills training for future employability of our employees.

## SYSTEMS AND PROGRAMS

### Recruitment and selection

NCIG seeks to attract and retain high calibre staff whilst complying with all relevant employment legislation. Our recruitment and selection of candidates to fill a vacancy (both internal and external recruitment activities), is conducted on a merit-basis and adheres to the New South Wales Anti-Discrimination and Equal Employment Opportunity laws. When a vacancy arises, managers are required to determine what the appropriate approach will be to successfully fill the role in conjunction with the People & Culture Team.

We are committed to conducting recruitment and selection of candidates to fill a vacancy on a merit basis. There are a variety of ways to assess the candidate's suitability for the role, including some that are mandatory (m):

- Preparation of Role Success Profile (m)
- Interview (m)
- Reference checking (m)
- Psychometric assessment and skills testing (m)
- Pre-employment health assessment I (m)
- Written response to questions
- Other assessments as required
- Site tour



## Training and career development

We provide training and career development opportunities that ensure our people remain engaged and are ready for their next career challenge. Find out more in our Management Approach Training and Development.

## INTERNAL MANAGEMENT CONTROLS

The following provide guidance on our approach to employment:

- CET 3 Operations Workplace Agreement 2018
- Employee Position Descriptions
- Role Success Profiles
- NCIG Performance Review Guidelines
- NCIG Equity & Diversity Policy
- NCIG Code of Conduct
- NCIG related policies, procedures and guidelines
- NCIG vision, mission, values and working behaviours

## MANAGEMENT

Day-to-day management of our Employment performance is overseen by NCIG's People and Culture team. Performance and progress against our employment goal is overseen by our Executive Leadership Team and by the NCIG Board.

## MEASURING OUR PROGRESS

We measure our progress by monitoring and reporting our employment statistics through our monthly business scorecard, which is overseen by the Executive Leadership Team. The scorecard tracks the employee turnover percentage and the number of new hires.

## REPORTING

We report our performance and progress regarding employment in our annual Sustainability Report, which is available on our website.

