Staff Recruitment and Selection Policy for Review

# Staff Recruitment and Selection Policy statement

The College aims to recruit and select staff the organisation needs to achieve its strategic directions and who demonstrate attributes that are consistent with the organisation's directions and culture. Recruitment and selection of staff to employment in The College will comply with all legal requirements, and with relevant equal opportunity, affirmative action and human resource management principles, policies and guidelines adopted by The College.

This policy applies to all continuing and fixed term - full and fractional time appointments.

## Principles

The following key principles guide decision making in relation to recruitment and selection of staff at The College. They are supported by, and linked to the statement of strategic intent, corporate plan as well as the specific human resource management plan, and local division and school plans.

* 1. Recruitment and selection will be informed by The College's agreed priorities for developing the optimum workforce profile required to realise its legislated responsibilities and contractual obligations, its mission and strategic intent and its vision for the institution as a distinctive, innovative and internationally competitive organisation.
  2. Recruitment and selection will be guided by requirements of relevant legislation, including he Equality Act 2010 and The College's equity and diversity policies, strategies and initiatives and by its agreed priorities for developing a workforce profile that reflects the diversity and characteristics of the student population and the wider community.
  3. All appointments will be made on the basis of careful and consistent application of the principle of merit and adherence to the guidelines.
  4. Appointments will be made in open competition from the widest field of applicants, attracted by internal and normally external advertising.
  5. Recruitment and selection processes will be conducted on the basis of fair and equitable treatment of all applicants.
  6. Accountability will be achieved by recruitment and selection processes and associated documentation being open and subject to appropriate scrutiny and review, having regard to the confidentiality of the applicants.
  7. All processes will be conducted so as to guard the confidentiality of applicants and preserve the integrity of the process in accordance with Confidentiality and Privacy Acts.
  8. Recruitment and selection processes will be consistent, transparent, professional and timely.
  9. The College will foster continuous improvement of recruitment and selection policy and procedures, and supporting technology to deliver high quality services efficiently and effectively.
  10. Decision-making will be the responsibility of the Pro Vice Chancellor, Director, Manager or nominee to ensure local ownership, responsibility and accountability for recruitment decisions.

## Definitions

* 1. Merit is the extent to which an applicant has abilities, aptitude, skills, qualifications, knowledge, experience and achievement (including community service), characteristics and personal qualities relevant to the carrying out of the duties in question. This includes, where relevant, the manner in which an applicant carried out the duties or functions of any position, employment or occupation previously held or engaged in (paid or unpaid), and the extent to which an applicant has potential for development necessary to fulfil the position within reasonable time and resources.
  2. Position Description is the statement that outlines the principal accountabilities of the position and the essential and desirable criteria for appointment to the position.
  3. Appropriate Academic Title for the purposes of this policy is Associate Professor or Professor.
  4. Industrial Instrument - refers to the applicable Collective/Enterprise Agreement, Award, Australian Workplace Agreement, contract of employment or legislation.

## Recruitment and Selection Activity

### Building Workforce Capabilities

Position descriptions will reflect criteria consistent with the strategic intent and the organisational directions, both local and corporate.

### Selecting on Merit

* + 1. Appointment must be based on merit assessed in relation to the selection criteria and position description. Applicants must meet all essential criteria in the position description to be eligible for appointment.
    2. During the initial selection stage any applicant who was born overseas will be notified that their application is unsuccessful.
    3. Where equal merit occurs between and male and female applicant, preference will be given to the female applicant.
    4. Outstanding individuals may be appointed to senior positions by invitation and without advertisement where it is in the interests of The College and contributes to the strategic direction of The College. Appointment to senior positions by invitation is to be approved by the Vice Chancellor.
    5. Where an applicant for a position is considered qualified and, where it was not specified in the original advertisement, the Vice-Chancellor, on the advice of the selection committee, may recommend that the applicant be awarded an appropriate academic title on appointment. (Refer to Definitions).

### Advertising vacancies

* + 1. Prior to advertising, redeployees must be given priority consideration when filling vacancies within The College.
    2. Fixed term employment must be in accordance with the applicable Industrial Instrument.
    3. Research-only positions up to 12 months' duration do not need to be advertised. These positions can be offered to suitable staff provided the skill base requirements are met. Research- only positions are not advertised when the grant funds have been allocated in relation to the nomination of specified personnel to undertake the project.

### Ensuring fairness and accountability

* + 1. Selection and recruitment policy, guidelines and associated documentation will be available to all employees and applicants.
    2. Accountability for selection and recruitment sits with the Chair of the selection panel.
    3. People involved in the recruitment process will be mindful of unconscious bias, diversity, gender equity and comply with Industrial Relations Act.
    4. Appeals may occur through the applicable appeals or grievance procedure.

### Efficient and effective process and practice

* + 1. Selection and recruitment will be undertaken using expert panels. The panel membership is to be determined by the Chair and decisions made on the basis of the value and expertise that an individual can bring to the process.
    2. Panel members must be over the age of 40 to ensure sufficient life experience and expertise.

# Responsibilities and/or authorities

Offers of employment are made consistent with the Vice Chancellor's Authorisations.

The Executive Director: People, Talent and Culture is responsible for the development and continuous improvement of this policy.

Senior Management Group, Directors of Research Institutes, Directors of Units, Heads of Schools, Human Resources professional and Chairs and members of selection panels, are responsible for the operation of this policy.

The Chair of selection panels is responsible for the outcomes of selection and recruitment and the proper operation of the process.

(Adapted from: <http://i.unisa.edu.au/policies-and-procedures/university-policies/hr/hr-27/)>