

Recruitment and Merit Selection Policy

Policy Code: HR964

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Purpose

To ensure that recruitment and merit selection processes contribute to the alignment of the staff profile with the current and emerging strategic direction of the University.

To state the University commitment to the Child Safe Standards and to ensuring the safety and well-being of all children, and ensuring that children are able to experience the fundamental right to be safe from all forms of child abuse by using child safe recruitment practices.

To ensure the selection of all University staff is based on merit.

Scope

This policy applies to the recruitment and merit selection of senior, general, academic and TAFE teaching staff for continuing, fixed-term, casual/sessional, secondment and temporary appointments.

Legislative Context

- Child Wellbeing and Safety Act 2005 (Vic)
- Child Safe Standards
- [University Collective Agreement](#), Academic and General Staff Employees
- [Victorian TAFE Teaching Staff Multi Business Agreement \(MBA\) 2009](#)
- [Workplace Gender Equity Act 2012 \(C'wealth\)](#)
- [Sex Discrimination Act \(1984\) \(C'wealth\)](#)
- [Racial Discrimination Act \(1975\) \(C'wealth\)](#)
- [Disability Discrimination Act \(1992\) \(C'wealth\)](#)

- [Australian Human Rights Commission Act \(1986\) \(C'wealth\)](#)
- [Equal Opportunity Act \(2010\) \(Victoria\)](#)
- [Age Discrimination Act \(2004\) \(C'wealth\)](#)
- National Vocational Education and Training Regulator Act 2011
- Higher Education Standards Framework

Definitions

Term	Definition
Appointment:	when an individual accepts an offer of appointment under defined terms and conditions and a formal contract of employment is established between the University and the individual.
Casual/sessional:	employment that is short term in nature and gives coverage of a position where flexibility to vary hours or modify the employment is required. Employment is by the hour, to work on an irregular basis to cover leave absences, provide assistance for additional, seasonal or special project type work.
Child Safe Standards:	Compulsory minimum standards enacted pursuant to the Child Wellbeing and Safety Act 2005 (Vic) which apply to organisations in Victoria that provide services for children to help ensure the safety of children, including screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
Continuing:	employment with no fixed end date that does not include casual or sessional employment. It infers an ongoing or permanent meaning to employment.
Fixed-term:	employment for a specified term or ascertainable period, for which the employment contract will specify a period of employment and the reason/s for the appointment being fixed-term as identified in the relevant industrial agreement.
Letter of offer:	A contract of employment, once accepted in writing.
Merit selection:	Where the best possible match is made between the qualifications, relevant experience and capabilities of the applicants and the position. In the case of casual and sessional appointments, merit is determined by assessing the qualifications, relevant experience and capabilities of the applicant against the duties to be performed.
Recruitment:	the process of seeking and attracting a pool of qualified applicants from which candidates for job vacancies can be selected.
Redeployment:	Redeployment can be broadly defined as the transfer of a staff member to another position within the same organisation. The redeployment can be in a position at the same or lower classification level.
Secondment:	a fixed-term appointment for internal applicants only who have a substantive position to return to at the end of the secondment period.
Temporary appointment:	fixed-term employment for internal or external applicants of no longer than 6 months.
For further definitions, refer to the University Recruitment and Merit Selection Procedure.	

Policy Statement

The University applies consistent recruitment and merit selection practices and procedures to ensure all applicants for positions receive fair and equitable consideration.

The qualifications, experience and capabilities required for each position is determined to ensure the quality of the University's operations and services is maintained and continually improved. The University further aims to select the best available person on merit for each position.

The University reserves the right to advertise vacancies and to make no appointment or fill positions through redeployment actions; or secondment or temporary appointment processes; or appoint via a merit selection process.

Preference for appointment will be given to current University employees, and Aboriginal and Torres Strait Islander trainees employed by Federation University Australia following successful completion of their traineeship to fill suitable vacant positions with the University. However, selection will be based on merit.

The [Recruitment and Merit Selection Policy](#) and Procedure will operate according to the following principles:

Equity

The University's [Recruitment and Merit Selection Policy](#) and [Recruitment and Merit Selection Procedure](#) are consistent with the principles of equal employment opportunity, and take into account and are in accordance with the University's [Equal Opportunity and Valuing Diversity Policy](#).

The University will also undertake tailored recruitment processes to respond to University strategies such as the Aboriginal and Torres Strait Islander Employment Strategy.

Selection Based on Merit

Selection based on merit is where the best possible match is made between qualifications, relevant experience and capabilities of the applicants and the position or duties to be performed. An applicant's capabilities gained and applied in other contexts may be transferable to the University.

Privacy

Recruitment and merit selection must be conducted in accordance with the University's [Information Privacy Policy](#).

The confidentiality of applicants must be maintained at all times. Disclosure of information must only be made to those directly involved in the recruitment and merit selection process who are also required to maintain confidentiality.

Merit Selection Panel members must maintain confidentiality about the outcomes of the selection process until the Panel's recommendations have been endorsed by the Delegated Officer and, where relevant, a letter of offer has been accepted.

Transparency

The process and basis for all merit selection decisions must be clear and transparent. Applicants have the right to lodge a complaint if they believe that an irregularity has occurred or steps in the process have not been followed in

the implementation of the University's [Recruitment and Merit Selection Policy](#) and [Recruitment and Merit Selection Procedure](#).

Supporting Documents

- [Aboriginal and Torres Strait Islander Employment Policy](#) and Procedure
- [Child Safe Policy](#) and Procedure
- [Equal Opportunity and Valuing Diversity Policy](#).
- [Discriminatory and Sexual Harassment Complaint Procedure](#).
- [Recruitment and Merit Selection Procedure](#).
- [Conflict of Interest Policy](#).
- [Conflict of Interest Procedure](#).
- [Staff Grievance Policy](#).
- [Staff Grievance Procedure](#).
- [Information Privacy Policy](#).
- Working with Children Check Policy and Procedure

Responsibility

The Vice-Chancellor is ultimately responsible for the implementation of the Policy and Procedure.

Chairs of Merit Selection Panels must be trained in the [Recruitment and Merit Selection Policy](#) and Procedure and are responsible for ensuring adherence to Policy and Procedure.

The Director, Human Resources is responsible for:

- the development of the [Recruitment and Merit Selection Policy](#) and [Recruitment and Merit Selection Procedure](#);
- monitoring recruitment and merit selection activities and addressing inconsistencies in the implementation of the Policy and Procedure;
- development and delivery of Policy and Procedure training; and
- overseeing the provision of support and advice on the Policy and Procedure.

Promulgation

The [Recruitment and Merit Selection Policy](#) will be promulgated throughout the University via:

1. an Announcement Notice under 'FedNews' on the 'FedUni' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Policy;
2. inclusion on the University's online Policy Library

Implementation

The [Recruitment and Merit Selection Policy](#) will be implemented throughout the University via:

1. an Announcement Notice under 'FedNews' on the 'FedUni' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Policy;
2. inclusion on the University's online Policy Library; and
3. information sessions advertised via FedNews and provided by Human Resources to Deans/Directors, Heads of Schools, Directors and Managers.

