

# Senior Recruitment and Appointment Procedure

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## Purpose

The University aims to be a first-choice employer and destination for students in each of our communities we serve, embedding a values driven and talent-focused culture, ensuring contribution and commitment to the candidate and employee experience.

Our recruitment and appointment decisions are aligned to the strategic goals and priorities of the University. They will support our values of inclusion, innovation, excellence, empowerment and collaboration as outlined in Federation’s Living Values Charter. As Australia’s leading regional University, we will recruit and appoint talented people who will continue to transform lives and enhance communities; ensuring a strong and sustainable university for all.

Appointments are made on the principles of merit and achievement relative to opportunity, ensuring adherence to equity and equal opportunity employment.

The purpose of this procedure is to advise recruiting managers and Selection Committees on the Senior recruitment process and to ensure compliance with relevant legislative frameworks.

All senior recruitment at the University should be initiated and managed via the University’s e-Recruitment system, to support consistent and timely appointments.

## Scope

This procedure applies to the appointment of Senior Staff performance-based employees at our campuses, sites and centres of the University.

## Legislative Context

- [Federation University Australia Union Enterprise Agreement 2019–2021](#);
- [Federation University Australia TAFE Teaching Staff Agreement 2019](#);
- [Fair Work Act 2009 \(C’wealth\)](#);
- [Worker Screening Act 2020 \(Vic\)](#);
- [Worker Screening Regulations 2021 \(Vic\)](#);
- [Child Wellbeing and Safety Act 2005 \(Vic\)](#);
- [Working with Children \(Risk Management and Screening\) Act 2000 \(QLD\)](#);
- [Equal Opportunity Act 2010 \(Vic\)](#);and
- all other Commonwealth and State legislative Acts applicable to the location of employment.

## Definitions

For further definitions, refer to the University’s Recruitment and Appointment Procedure.

Term	Definition
<b>Fit and Proper Person Requirement</b>	A pre-employment form and/or declaration required by ASQA, TEQSA and/or VRQA for High Managerial Agents within the University.
<b>Senior Staff performance-based contract</b>	<ul style="list-style-type: none"> <li>• Academic staff, employed as Heads of Organisational Units, other than as Directors of Research Centres with less than 20 full-time equivalent staff; and</li> </ul>

	<ul style="list-style-type: none"> <li>General staff paid more than \$100 above the annual salary applicable to HEW 10, at any time throughout the life of the agreement.</li> </ul>
<b>Chief</b>	<p>Chief Operating Officer and Chief Financial Officer; or</p> <p>Pro Vice-Chancellor Vocational Education and Training and Chief Executive Federation TAFE;</p> <p>Chief Learner Experience Officer; or</p> <p>equivalent.</p>

## Actions

### Conflict of interest within a recruitment process

A conflict of interest occurs where a person's personal interest could improperly influence, or may appear to improperly influence them when making a work-related decision/s as outlined in the University's [Managing Conflicts of Interest Procedure](#).

A conflict of interest exists whether it is:

- actual, it currently exists;
- potential, it may arise, given the circumstances; or
- perceived, members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the performance of their duties to the University, now or in the future.

Where an actual, potential, or perceived conflict of interest occurs within the Recruitment and Appointment process, the following steps must be undertaken.

### Committee Members

Where a potential conflict of interest exists (or may exist at some time in the future) the committee member must declare that conflict of interest in writing to the Chair of Committee.

It is at the discretion of the Chair of Committee, in accordance with relevant policies and procedures, to determine if the disclosure may impede the committee member's impartial decision making and advise People and Culture of the declaration.

### Chair of Committee

Where a potential conflict of interest exists (or may exist at some time in the future) the committee member must declare that conflict of interest in writing to the Director, People and Culture.

It is at the discretion of the Director, People and Culture, in accordance with relevant policies and procedures, to determine if the disclosure may impede the Chair of Committee's impartial decision making.

The University is committed to ensure that no undue advantage or disadvantage occurs as a result of the existence of a personal relationship. Staff members should access the Staff Code of Conduct Policy for further information.

In the event that a potential conflict of interest has been disclosed and that disclosure is not considered a conflict by the delegated approver, upon deliberation at shortlisting and after interviews, the committee member will be the last person to provide their preferences, and must also be disclosed on the selection committee report.

## Establishment and approval of Senior Staff performance-based position

The authority to establish new positions or fill vacant senior staff positions must be in accordance with the [Delegations - Contract, Financial, Staffing and Tender Procedure](#).

Within each area of responsibility, Delegated Officers have authority to create new positions, establish parameters of a position, and initiate the recruitment and appointment process. Establishment of positions are subject to Finance approval.

Final authorisation of positions and approval of appointments may be at the discretion of the Vice-Chancellor.

A Recruitment Agency may be invited to contribute to the appointment process. Any engagement must be approved by the Director, People and Culture.

The recruitment and appointment process for all positions within the scope of this procedure will be coordinated by People and Culture.

## Advertising the position

As a general rule, it is the University's position that all jobs should be advertised in order to ensure that the best person is selected through an open and competitive process. However, there are some circumstances where advertising may not be required. One such circumstance is where there are special and exceptional circumstances to directly appoint a person into a position.

The recommended advertising period is two weeks. Where international sponsorship has been approved, advertising must meet the required conditions, for further advice please contact Human Resources.

People and Culture will advise the Chair of the Selection Committee of any senior managerial directives applicable to the recruitment activity i.e. the application of special measures.

Candidates may be contacted and interviewed throughout the duration of the advertising period in order to expedite decision-making.

## Selection Committee

For senior appointments, the composition of the Selection Committee will be at a minimum in accordance with the following table and should include reasonable gender balance.

The Selection Committee must remain unchanged throughout the recruitment and appointment process unless approved by the Director, People and Culture or Vice-Chancellor as appropriate. It is the responsibility of the Chair to ensure all internal Selection Committee members possess awareness and education of Recruitment and Appointment Policy and supporting Procedures.

Please review the [Academic Level D and Level E Recruitment and Appointment Procedure](#) for further detail regarding professoriate appointments and the Academic Leadership and Appointment Procedure for further detail regarding Institute positions of Director, Industry Cooperation, Director, Learning and Teaching, Research Adviser and Discipline Lead and Research positions of Director, Research Centre/Group, and Associate Dean.

Type of position	Composition approved by	Minimum requirements
Deputy Vice-Chancellor Chief	Vice-Chancellor	<ul style="list-style-type: none"> <li>Vice-Chancellor (Chair)</li> <li>Deputy Vice-Chancellor or Chief</li> <li>A relevant Deputy Vice-Chancellor/ Chief from another University or a relevant external expert.</li> <li>Such other people as Selection Committee may determine to co-opt from time to time.</li> </ul>
Associate Deputy Vice-Chancellor	Vice-Chancellor	<ul style="list-style-type: none"> <li>Deputy Vice-Chancellor (Chair)</li> <li>Deputy Vice-Chancellor</li> <li>Associate Deputy Vice-Chancellor or a member of the University Professoriate</li> <li>Such other people as the Selection Committee may determine to co-opt from time to time. e.g. a relevant external expert may be invited to contribute where appropriate.</li> </ul>
Dean Executive Dean Director (Within the Academic or Research portfolios)	Vice-Chancellor	<ul style="list-style-type: none"> <li>Vice-Chancellor or nominee (Chair)</li> <li>A relevant Deputy Vice-Chancellor</li> <li>Dean/ Executive Dean / Director within the Academic or Research Portfolio (nominated by the Vice-Chancellor)</li> <li>Such other people as the Selection Committee may determine to co-opt from time to time. e.g. a relevant external expert may be invited to contribute where appropriate.</li> </ul>
Director Dean (Within a Federation TAFE or Directorate)	Vice-Chancellor	<ul style="list-style-type: none"> <li>Vice-Chancellor or nominee (Chair)</li> <li>A relevant Deputy Vice-Chancellor or Chief or Pro Vice-Chancellor</li> <li>A Director (nominated by Vice-Chancellor)</li> <li>Such other people as the Selection Committee may determine to co-opt from time to time. e.g. a relevant external expert may be invited to contribute where appropriate.</li> </ul>

The Vice-Chancellor may approve changes to the composition of the committee for senior appointments, for reasons such as, but not limited to, organisational change, reasonable gender balance or cultural representation.

## Shortlisting

All internal members of the Selection Committee are required to participate in the shortlisting of applicants for senior appointments, external committee members may be invited to participate in shortlisting.

The Selection Committee must ensure that all candidates selected for interview align to the Key Selection Criteria and the University's Living Values Charter.

## Interviews

Interviews are a required component of the selection process for most University positions.

The requirement to hold an interview may be waived for senior appointments, where the position meets the parameters for a Direct appointment whereby the Direct appointment procedure must be adhered to.

Candidates must be asked a series of behavioural based questions aligned to the key selection criteria and the University's Living Values Charter.

At the discretion of the Chair, other experts may be requested to provide an assessment following the first interview. However, the Selection Committee remains responsible for providing the recommendation for appointment.

Preference for appointment will be given to University employees but appointment decisions will be based on merit using equitable and transparent processes, and on achievements relative to opportunity.

## Supplementary selection assessment

In some circumstances, in consultation with People and Culture, it may be appropriate to request applicants to complete pre-employment assessments.

## Recommendation for appointment

Appointment decisions will be based on merit using equitable and transparent processes, and on achievement relative to opportunity.

At the conclusion of the interview process, and after considering referee feedback, supplementary selection assessments and checks (where applicable), a Selection Committee report must be completed and signed by all internal committee members and presented to the Delegated Officer for approval.

Where the committee reaches consensus, the Chair of the Selection Committee (or nominee), may advise the first ranked candidate that they are the preferred candidate for appointment. However, they must advise that any offer of employment is subject to delegated approvals, pre-employment requirements and a completed employment contract.

While it is desirable that recommendations are by consensus, a Minority Report can be submitted by any member of the Selection Committee outlining the reason/s why they dissent. The Minority Report must be submitted with the Selection Committee report for approval by the Delegated Officer.

## Approval of senior staff appointments

Approval of senior staff appointments must only be undertaken on the authorisation of the Delegated Officer in accordance with the [Delegations - Contract, Financial, Staffing and Tender Procedure](#).

The Delegated Officer will review the recommendation of the Selection Committee and supporting documentation (and Minority Report where applicable) to determine approval of appointment.

## Offer to successful applicant/s

Following the Delegated Officer's approval, the Chair of the Selection Committee (or nominee), will make a verbal offer of employment to the preferred candidate.

Following the verbal acceptance of the offer, People and Culture will issue an employment contract.

Staff who are a High Managerial Agent must also complete a Fit and Proper Person form and/or declaration in accordance with requirements under ASQA, TEQSA and/or VRQA and submit to People and Culture.

If the successful applicant is a continuing University employee, and the position is fixed-term, the employee may request to be appointed on a secondment basis.

## Pre-employment checks

Employment may be conditional on the satisfactory completion of pre-employment checks, such as:

- Working with Children or equivalent check (WWCC);
- Right to work validation;
- Validation of qualification or certificates (where appropriate);
- Pre-employment screening, in accordance with AS 4811-2006 Employment Screening standard;
- Change in control approval from the Department in accordance with the VET Funding contract.

The University reserves the right to withdraw the offer of employment if we receive information of any relevant criminal convictions, or knowledge that the applicant has been investigated for any other behaviour that would be incompatible with the position, or which may adversely affect the University's reputation if subsequently disclosed, conflict of interest or contrary medical information, or to take other action in the event of the candidate's failure to disclose such information prior to appointment.

This will be determined by the Vice-Chancellor or nominee, and the candidate will be informed in writing of the outcome, and if employment has commenced, the employment relationship will cease.

## Advising Unsuccessful Applicants

Unsuccessful applicants that have been interviewed must be verbally notified by the Chair. Notification to the unsuccessful applicants who were not interviewed will be sent by People and Culture.

## Relocation allowance

If a successful applicant is required to relocate, they may be eligible for reimbursement to an agreed value of expenses incurred.

For further information, see the Relocation Allowance Guidelines.

## Employer sponsorship

Where an appointee does not hold permanent or temporary residence in Australia, the University may sponsor the employee for permanent or temporary residency. In these circumstances, the University will pay the nomination and visa services fees, and the employee will be responsible for the payment of all other associated expenses. These include, but are not limited to, visa application fees for the appointee and any dependent family members (such as spouse and wholly financially dependent children) and may include expenses associated with English language tests, health examinations and private health insurance (if applicable).

## Recognition of Prior Service

New staff may apply for recognition of prior service. See the Recognition of Prior Service Guidelines.

## Re-employment of previous staff members

Re-employment of previous staff, following resignation or redundancy, is based on the merit-based selection process described above, provided that re-employment with Federation University Australia is not in breach of any legislation regarding taxation or superannuation.

Staff whose employment at Federation University Australia has ceased due to redundancy (whether voluntary or otherwise) will not be re-employed within the exclusion period.

## Supporting Documents

All university policies and procedures

### *Related Items*

- [Applicant Information via Careers at Federation University website.](#)

### **Forms.**

- [Relocation Allowance Guidelines](#) (DOCX 108.9kb)

## Forms

### **Forms.**

- [Position description template - ACDA](#) (DOTX 267.4kb)
- [Position description template - ACDB](#) (DOTX 267.8kb)
- [Position description template - ACDC](#) (DOTX 270.4kb)
- [Position description template - ACDD](#) (DOTX 270.3kb)
- [Position description template - ACDE](#) (DOTX 271.2kb)
- [Position description template - HEW positions](#) (DOTX 263.4kb)
- [Position description template - TAFE teacher](#) (DOTX 269.8kb)
- [Relocation Agreement/Reimbursement of Relocation Expenses](#) (DOCX 178.6kb)
- [Request for employer nomination](#) (DOCX 251.8kb)
- [Statement of duties - Course Coordinator](#) (DOCX 169.4kb)
- [Statement of duties - Unit Coordinator](#) (DOCX 168.0kb)

## Responsibility

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

The Chair of the Selection Committee is responsible for ensuring adherence to Policy and Procedure, and making appointments based on an applicant's merit, free from bias and unlawful discrimination.

The Director, People and Culture is responsible for:



- the development of the Recruitment and Appointment Policy and Procedure;
- monitoring recruitment and appointment activities and addressing inconsistencies in the implementation of the Policy and Procedures; and
- overseeing the provision of support and advice on the Policy and Procedure.

## Promulgation

This procedure will be communicated throughout the University community via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Distribution of emails to Deans/Directors / Directors / Managers / University staff.
3. Documentation distribution, e.g. posters, brochures.
4. Notification to Schools.

## Implementation

This procedure 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 Procedure; and
2. Inclusion on the University's online Policy Library.
3. Information and training sessions advertised via FedNews and provided by People and Culture to Deans/ Directors, Directors and Managers.

## Records Management

Document title	Location	Responsible Officer	Minimum retention period
Recruitment Request Form and Approval	People and Culture	Director, People and Culture	Seven years after contract has expired
Temporary Appointment or Secondment Request Form	People and Culture	Director, People and Culture	Seven years after contract has expired
Additional Recruitment/Contract Renewal Information	People and Culture	Director, People and Culture	Seven years after contract has expired
Shortlisting Grid	People and Culture	Director, People and Culture	One year after employee commencement
Selection Committee Report	People and Culture	Director, People and Culture	Seven years after contract has expired
Referee Check	People and Culture	Director, People and Culture	Seven years after contract has expired

Minority Report	People and Culture	Director, People and Culture	Seven years after contract has expired
Reimbursement of Relocation Expenses	People and Culture	Director, People and Culture	Seven years after contract has expired