

Direct 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.

Direct appointments will only be made on the approval of the Vice-Chancellor and President.

Scope

This procedure applies to Direct appointments 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 Policy.

Term	Definition
Direct appointment	Where there are special and exceptional circumstances to appoint a person directly into a position without following the continuing and fixed-term appointment procedure.
Direct appointment selection report	A selection summary of the Direct appointee and confirmation of recommendation for appointment.
Fit and Proper Person Requirement	A pre-employment form and/or declaration required by ASQA, TEQSA and/or VRQA for High Managerial Agents within the University.
Special and exceptional circumstances	For the purposes of this procedure, special and exceptional circumstances include: <ul style="list-style-type: none"> • where the nominee has a unique or specific skill set or standing which is strongly desired by the University; • where the appointment is integral to maintain the stability of a research team; • where the nominee has achieved a distinction of high order in their field; • where it can be demonstrated that advertising would not provide an advantage to the University; or • where an expediated appointment is required in order to attract a candidate aligned to the University's strategic priorities, or to retain a key staff member at the University.

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.

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

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

1. Where a potential conflict of interest exists (or may exist at some time in the future) the Recruiting Manager must declare that conflict of interest in the Vice-Chancellor and President.
2. It is at the discretion of the Vice-Chancellor and President in consultation with the Director, People and Culture, and in accordance with relevant policies and procedures, to determine if the disclosure may impede impartial decision making.

Establishment and approval for Direct Appointments of Academic and Professional positions

The authority to establish new positions or fill vacant positions for direct appointment is at the discretion of the Vice-Chancellor and President. The Vice-Chancellor and President will liaise with the Director, People and Culture noting that direct appointments will have limited application.

The provision of direct appointments is permissible only for:

- Academic Level D and Level E;
- HEW Level 10; and
- Staff engaged under a Senior Staff Performance Based Contract (PBCs).

Identification of a need to make a direct appointment

A member of the Vice-Chancellor senior leadership team may discuss the possible need for a direct appointment with the Vice-Chancellor and President.

This discussion must be accompanied by a statement in support of the proposed direct appointment including:

- details of how the proposed appointment meets the requirement for special and exceptional circumstances;
- verification that the proposed appointee has the required qualifications or basis for deemed equivalence and work rights for the position; and
- a declaration of any conflict of interest.

Approval and Confirmation of Direct appointment

Following Vice-Chancellor and President approval, the position will be processed through the e-Recruitment system.

The recruiting manager will confirm employment with appointee, including probation requirements (if appropriate), remuneration and commencement detail.

Following the verbal acceptance of the offer, the Hiring Manager must submit a completed Direct Appointment Selection Report to People and Culture for contract preparation.

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.

- [Direct Appointment Selection Report](#) (DOCX 82.6kb)
- [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)
- [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
Direct Appointment Selection 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