Appointment of Fixed-Term and Continuing Staff Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

Recruitment, Selection and Appointment Policy

*Academic, Professional and General Staff Enterprise Agreement 2012–2016,*Clauses 10, 14 and 15*

2. IMPLEMENTATION PRINCIPLES

The following principles underpin these procedures:

(a) the University's vision and values are reflected in the recruitment and selection process.

(b) staff are attracted to the University in a timely and cost efficient manner.

(c) staff are retained through career development opportunities.

(d) selection is merit based.

(e) equal employment opportunity is supported.

(f) diversity is valued and respected.

(g) fair and transparent processes are applied, free from conflict of interest and unlawful discrimination.

(h) hiring managers and staff participating on selection panels have successfully completed the University's Recruitment and Selection training

3. PROCEDURAL DETAILS

3.1. Determining staffing needs

3.1.1. The hiring manager determines the need to appoint. The decision is informed by the current staffing establishment, budgetary requirements, and workforce planning strategies within the University and the work area.

3.1.2. The work area prepares the documentation required to support the creation or modification of a position. All position requirements are to be articulated in a position description.

3.1.3. The work area seeks an evaluation of new or significantly changed positions from People and Culture.

3.1.4. Authority for position creation and evaluation is in line with the University's Delegations Register.

3.1.5. People and Culture retains a copy of position approval forms and position descriptions on file.

3.2. Determining sourcing strategy

3.2.1. The hiring manager determines the sourcing strategy to suit the business needs. People and Culture provides advice on sourcing strategies.

3.2.2. Where advertisement of a position is the chosen sourcing strategy, placement of the advertisement is co-ordinated through People and Culture. Prior to advertisement, new or vacant continuing positions are considered to determine if they are suitable alternative employment for a redeployee.

3.2.3. All advertised positions are open to current staff members and are posted on the University's website.

3.2.4. All entry-level professional and general staff positions (up to G05) are considered by the Manager, Recruitment for potential candidates from EEO target groups prior to advertising. Any suitable candidates are to be considered by the hiring manager.

3.3. Assessment and selection

3.3.1. The hiring manager determines the assessment and selection method(s) to suit the circumstances of the vacancy and the business environment in which the vacancy occurs. People and Culture provides advice on assessment methods.

3.3.2. Selection is based on merit which is determined after conducting an appropriate assessment. The hiring manager ensures there is sufficient evidence to support and withstand scrutiny of any selection decision.

3.3.3. Where approval is sought for the appointment of an individual to a position without a competitive selection process, the appropriate delegated authority must be satisfied that:

    (a) merit assessment demonstrates that the individual is suitable for the position; and

    (b) selection by competitive process would not significantly advantage the University.

3.3.4. **Academic appointments**

    (a) All academic appointments to new or vacant continuing positions at Level B and above where the recommended candidate does not possess a doctoral degree require the approval of the Vice-Chancellor or nominee.

    (b) All academic appointments to new or vacant fixed-term or continuing positions at Levels D and E require the approval of the Vice-Chancellor or nominee.

    (c) The Deputy Vice-Chancellor, Research or nominee must be invited to participate in the selection process and act as a panel member with full rights on any selection panel convened for assessment of academic vacancies at Levels C, D or E.

3.3.5. **Joint and sponsored appointments**

    (a) Where an academic appointment at Level C, D or E arises from:

        (i) a joint arrangement between the University and another organisation; or

        (ii) a sponsorship or endowment from another organisation or individual;

        the arrangement between the University and the other organisation or individual will be considered by the Deputy Vice-Chancellor, Research or nominee prior to any offer of appointment being made to an individual.

    (b) The hiring manager is responsible for advising the Director, People and Culture or nominee of any contractual arrangement between the University and the other organisation or individual that is likely to impact or requires inclusion in the contract of employment.

    (c) The conditions of employment arising from joint or sponsored arrangements must comply with the relevant industrial instrument.

3.3.6. **Continuing appointments**

Appointment to a continuing position would most commonly be made through selection by a competitive process; however, an appointment on individual merit may be approved by the appropriate delegated authority.

3.3.7. **Fixed-Term appointments**

    (a) Fixed-term appointments are limited to work activities stated in the relevant industrial instrument.

    (b) At the end of a fixed-term appointment, approval may be sought from the appropriate delegated authority for the position to be filled through a further appointment without a competitive process.

3.4. Assessment methods

3.4.1. Assessment normally includes interviewing of candidates.

3.4.2. Where a hiring manager decides to use a selection panel to assess potential candidates, they may act as chair or may authorise a nominee. The hiring manager will determine the size and composition of the selection panel as per the Appointment of Fixed-Term and Continuing Staff Guidelines.

3.4.3. Candidates are screened as part of the assessment process. Screening may include but is not limited to:

    (a) reference checks;

    (b) criminal record screening;

    (c) visa checks;

    (d) Working with Children checks; and

    (e) medical screening as required.

3.5. Appeal for review of selection decisions

3.5.1. A staff member who is unsuccessful in their application for appointment to a position of more than 12 months duration may lodge an appeal.

3.5.2. Appeals must be lodged in writing to the Director, People and Culture within 3 working days of receipt of advice of an unsuccessful application.

3.5.3. The Director, People and Culture only considers appeal requests lodged on the grounds that:

    (a) there was a breach of the *Recruitment, Selection and Appointment Policy* or these *Appointment of Fixed-Term and Continuing Staff Procedures*; or

    (b) a conflict of interest was not declared; and

either, or both, ground(s) have resulted in a serious defect in the assessment of merit.

3.5.4. The obligation to establish that a breach on the above grounds has occurred lies with the appellant.

3.5.5. The Director, People and Culture ensures that investigation of any claims within accepted appeal requests is undertaken and provides a written decision to the appellant within 10 working days of lodgement of the appeal.

3.5.6. No appointment is confirmed until any appeal has been heard and written decision acted upon.

3.6. Appointment

3.6.1. The authority to make an offer of appointment is in line with the University's Delegations Register.

3.6.2. Prior to an offer of appointment, the hiring manager consults with People and Culture regarding any:

    (a) immigration support;

    (b) relocation support;

    (c) recognition of prior service for leave purposes; and

    (d) recognition of prior service towards the qualifying period for Curtin's academic study program (academic staff only).

3.6.3. Any conditions of employment verbally negotiated with the recommended candidate must be identified on the relevant forms for inclusion in the written contract of employment.

3.6.4. Written contracts of employment are prepared and issued by People and Culture on behalf of the relevant delegated authority.

3.6.5. People and Culture:

    (a) receives and files accepted contracts of employment; and

    (b) completes screening and qualification verification as appropriate.

3.6.6. An appointment is not confirmed until the conditions of employment are met, including any probationary requirements.

3.7. Induction and transition into the workplace

3.7.1. All staff are required to undertake the University induction program appropriate to their appointment.

3.7.2. The hiring manager is actively supported by relevant Areas of the University to ensure a staff member's smooth transition into the workplace, including:

    (a) induction into the work area and the University; and

    (b) managing probationary requirements.

4. RESPONSIBILITIES

4.1. The Vice-Chancellor or nominee is responsible for approving:

    (a) all academic appointments to new or vacant fixed-term or continuing positions at Levels D and E; and

    (b) all academic appointments to new or vacant continuing positions at Level B and above where the recommended candidate does not possess a doctoral degree.

4.2. The Director, People and Culture or nominee is responsible for:

    (a) creating or modifying positions within the University's establishment (HRIS System);

    (b) undertaking or co-ordinating evaluation of vacant or new positions;

    (c) co-ordinating advertising of vacant or new positions;

    (d) issuing contracts of employment on behalf of the relevant delegated authority; and

    (e) providing People and Culture support to hiring managers.

4.3. Executive Managers are responsible for:

    (a) approving the creation and filling of positions in line with their delegated authority; and

    (b) approving appointments in line with their delegated authority.

4.4. Hiring managers are responsible for:

    (a) determining the need to create or fill positions;

    (b) determining the sourcing strategy, as advised by People and Culture;

    (c) preparing documentation required to support creation, modification and filling of positions;

    (d) deciding the assessment and selection method(s), as advised by People and Culture;

    (e) managing the merit assessment of candidates;

    (f) successfully completing the University's Recruitment and Selection training;

    (g) ensuring that all staff participating on selection panels have successfully completed the University's Recruitment and Selection training;

    (h) making recommendation for appointments in their work area;

    (i) ensuring the Deputy Vice-Chancellor, Research or nominee participates in decisions relating to academic appointments at Levels C, D and E; and

    (j) ensuring the appropriate induction is undertaken.

5. SCOPE OF PROCEDURES

These procedures apply to appointment of staff to continuing and fixed-term positions in the University.

These procedures do not apply to the appointment of:

- non-Curtin staff working at Curtin campuses or affiliated operations
- casual staff
- agency staff
- University Associates

- Executive Managers
- the Vice-Chancellor

6. DEFINITIONS

(Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document)

Hiring manager
The person responsible for recruitment and selection in the work area.

Merit
The person has the capacity to perform in the position taking into account their competency against the position selection criteria, their fit with Curtin's vision and values and their potential for further development.

Transparent processes
Processes which are clear, easily understood and open to scrutiny.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

Appointment of Fixed-Term and Continuing Staff Guidelines

Probation Guidelines

Diversity Policy

Diversity in the Workplace Procedures

Elimination of Discrimination and Harassment Procedures

Employment of Indigenous Australian Peoples Procedures

Equal Opportunity Policy

Policy Compliance Officer	Jenny Taylor, Deputy Director, People Capability
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
Review Date	1st April 2016

REVISION HISTORY

Revision	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	13/03/2012	Vice President, Corporate Services	EM1201	Conditional upon PMC rescinding the current policy and procedures at its 27 March 2012 meeting, effective 3 April 2012
	Amended	03/06/2013	Vice President, Corporate Services	EM1314	Unconditional
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Updated Links

	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	09/05/2016	Director, Legal and Compliance Services		Policy Contact Title Change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)