

Recruitment, Selection and Appointment Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [People and Culture](#)

2. PURPOSE

The purpose of this policy and its supporting procedures is to regulate how the University manages:

- a) the recruitment, selection and appointment of staff;
- b) the appointment of individuals as adjunct or visiting academics; and
- c) the engagement of University Associates, individuals or entities as contractors or consultants.

3. POLICY STATEMENT

3.1 The following principles apply:

- a) The University's vision and values are reflected in the recruitment, selection and appointment process.
- b) Fair and transparent processes are applied, free from conflict of interest and unlawful discrimination.
- c) The University will engage with candidates who demonstrate Curtin's Code of Conduct, Values and Signature Behaviours.
- d) The University recognises that fostering diversity benefits the University community and results in a safe, innovative and prosperous environment.
- e) Selection is merit based.
- f) Appointments are made in a timely and efficient manner.

3.2 The University aims to achieve high standards of performance and to utilise its resources in a financially responsible and sustainable manner. This will be achieved by attracting, recruiting and appointing staff whose skills and attributes best fit the University's vision, mission and strategic objectives.

3.3 The University will undertake rigorous screening and verification to ensure staff are suitably qualified and capable and will demonstrate Curtin's Code of Conduct, Values and Signature Behaviours.

3.4 Academic staff will meet the relevant requirements of the Higher Education Standards Framework.

3.5 All staff involved in employment practices within the University will abide by the University's policies, Code of Conduct and Values and Signature Behaviours. In particular, staff will be guided at all times by the policies on conflict of interest, diversity, equal opportunity and elimination of discrimination.

3.6 The recruitment, selection and appointment of staff including, but not limited to, position advertisements and appeals against the merit and selection process will be in accordance with the provisions of the University's Staff Agreements.

4. SCOPE OF POLICY

This policy applies to the University community, including staff, University Associates and Curtin controlled entities, including whether as a visitor, adjunct appointee, service provider, contractor or volunteer.

5. DEFINITIONS

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

Nil

6. SUPPORTING PROCEDURES

[Appointment of Fixed-Term and Continuing Staff Procedures](#)

[Appointment of Casual Academic Staff Procedures](#)

[Appointment of Visiting or Adjunct Staff Procedures](#)

[Criminal Record Screening Procedures](#)

[Working with Children Check Procedures](#)

7. RELATED DOCUMENTS/LINKS

[Values and Signature Behaviours](#)

[Code of Conduct](#)

[Academic, Professional and General Staff Agreement 2021](#)

[Discrimination and Harassment Prevention Procedures](#)

[Diversity in the Workplace Procedures](#)

[Supervision of Higher Degree by Research \(HDR\) Students Policy](#)

[Supervision of Higher Degree by Research \(HDR\) Students Procedures](#)

[Equivalence of Qualifications Procedures](#)

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| Policy Compliance Officer | <u>Jenny Taylor</u> , Deputy Director, People Capability People and Culture |
| Policy Manager | Chief Operating Officer |
| Approval Authority | Planning and Management Committee |
| Review Date | 1 st April 2024 |

REVISION HISTORY

| Version | Approved/ Amended/ Rescinded | Date | Committee / Board / Executive Manager | Approval / Resolution Number | Key Changes and Notes |
|---------|------------------------------------|------------|--|------------------------------------|---|
| New | Approved | 27/03/2012 | Planning and Management Committee | PMC 32/12 | Attachment 1 to Document No 00307/12 |
| | Administratively Updated | 05/02/2014 | Director, Legal and Compliance Services | | Updated Policy Contact and Links |
| | Administratively Updated | 06/10/2015 | Director, Legal and Compliance Services | EC 76/15 | Executive Manager Title Changes |
| | Amended | 24/11/2015 | Planning and Management Committee | PMC 98/15 | Attachment H to Item 10 – formally reviewed no changes required |
| | Administratively Updated | 09/05/2016 | Director, Legal and Compliance Services | | Policy Contact Title Change |
| | Amended | 28/06/2016 | Planning and Management Committee | PMC 50/16 | Attachment A to Item 9 |
| | 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) |
| | Approved | 31/07/2018 | Planning and Management Committee | PMC 78/18 | Attachment A to Item 13 |