

Appointment, Performance and Remuneration of Executive Managers Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[*Constitution of the Executive Committee of Council*](#)

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

2. PROCEDURAL DETAILS

The appointment, performance and remuneration of Executive Managers will provide for the highest quality of leadership for the University.

The appointment, performance and remuneration of Executive Managers will be aligned with the University's:

- a) strategic direction and operational needs;
- b) current and future workforce requirements and financial resources;
- c) relevant workforce planning strategies, including retention, succession plans, career development and gender pay equity; and
- d) diversity and equity policies.

2.1. Establishment of a new Executive Manager position

2.1.1. If the Vice-Chancellor considers that a new Executive Manager position is desirable or essential, the Vice-Chancellor will consider the following, having regard to the matters listed at 2(a) to (d):

- a) the Selection Criteria and Position Description for the position
- b) remuneration and other conditions of appointment.

2.1.2. The Vice-Chancellor will recommend in writing the establishment of a new Executive Manager position to the Executive Committee for approval and notification to Council.

2.2. Re-appointment of an existing Executive Manager

2.2.1. An Executive Manager who has been appointed on a contract may seek re-appointment beyond the current contract.

2.2.2. Within a reasonable timeframe, the Vice-Chancellor may initiate the process for considering the offer of a further contract of employment to follow the conclusion of the current contract.

2.2.3. Where an Executive Manager seeks re-appointment the Vice-Chancellor will:

- a) review the performance of the Executive Manager at least six months prior to the end of contract using any fair and equitable means of obtaining feedback they consider appropriate for the purposes of determining whether a further contract should be offered; and
- b) actively address the principles at 2(a) to (d) with advice from People and Culture.

2.2.4. If the Vice-Chancellor is satisfied that a new contract should be offered the Vice-Chancellor will:

- a) advise the Executive Committee on the outcomes of the Review of Performance; and
- b) recommend to the Executive Committee that a new contract of employment be offered following the expiry of the current contract, and the terms and conditions of such new contract.

2.2.5. The Executive Committee will determine whether the appointment should be made and the terms of the appointment and will notify these determinations to the Council.

2.3. Consideration of the replacement of an Executive Manager on notification of resignation or conclusion of contract

- 2.3.1.** The Vice-Chancellor will review the continuing need for an Executive Manager with the same responsibilities as the outgoing incumbent.
- 2.3.2.** The Vice-Chancellor will determine whether the position is to be re-filled, either in its existing form or with modifications giving consideration to 2(a) to (d):.
- 2.3.3.** Where an Executive Manager position is a direct report to the Vice-Chancellor, the Vice-Chancellor will notify that determination to the Executive Committee.

2.4. Appointment of a new person to an Executive Manager

2.4.1. Ordinary arrangement

The ordinary arrangement is for a vacant Executive Manager position to be filled by the standard recruitment practice of advertising, short-listing and interviewing. As part of the appointment process the principles at 2(a) to (d) are to be actively addressed with advice from People and Culture.

2.4.1.1 The following principles will apply in respect of the selection panel for the appointment of an Executive Manager:

- a) the total number of members on a panel will be between five and seven with an equitable proportion of males and females ;
- b) the composition of the panel should reflect the University's Vision and Mission;
- c) the Vice-Chancellor will generally be a member of, and chair, the Panel;
- d) the panel should include a person representing an industry or partnership of particular importance to the Executive Manager's responsibilities;
- e) People and Culture will provide administrative support for the panel.

2.4.1.2 The selection panel will make recommendations in respect of the recommended applicant and the terms and conditions of the appointment to the Vice-Chancellor.

2.4.1.3 The Vice-Chancellor will recommend the appointment to the Executive Committee for approval and notification to Council.

2.4.2. Variation to ordinary arrangement – appointment by invitation

2.4.2.1 The Vice-Chancellor may vary the ordinary arrangement if there is an urgent need to fill a position as a substantive appointment and the standard recruitment practice of advertising, short-listing and interviewing would disadvantage the University.

2.4.2.2 In such an exceptional circumstance, the Vice-Chancellor may invite a person whether from outside the University or a serving staff member, to accept a substantive appointment for a specified term. As part of the appointment process the principles at 2(a) to (d) are to be actively addressed with advice from People and Culture.

2.4.2.3 Where the Vice-Chancellor wishes to exercise the option to appoint by invitation they will seek Executive Committee approval prior to extending the invitation. The following will be considered by the Executive Committee:

- a) the rationale for the proposal to appoint by invitation;
- b) the curriculum vitae and evidence of the qualifications and experience of the recommended candidate;
- c) the proposed terms and conditions of the contract of employment including the total remuneration package; and
- d) the position description for the position.

2.4.2.4 In the case of the proposal for an appointment by invitation of an Executive Manager, the Vice-Chancellor will recommend the appointment to the Executive Committee for approval and notification to Council.

2.4.3 Acting appointment arrangement

- 2.4.3.1 If there is an urgent need to fill a position, The Vice-Chancellor, may invite a serving staff member to accept an acting appointment for a specified term. As part of the appointment process the principles at 2(a) to (d) are to be taken into consideration with advice from People and Culture.
- 2.4.3.2 The following will be considered by the Vice-Chancellor:
 - a) the curriculum vitae and evidence of the qualifications and experience of the recommended candidate;
 - b) the proposed terms and conditions of the contract of employment including the total remuneration package, giving consideration to 2a)-d); and
 - c) the position description for the position.
- 2.4.3.3 Where the acting appointment is for less than six months, the Vice-Chancellor will approve the appointment and notify the Executive Committee.
- 2.4.3.4 To extend the appointment of an acting Executive Manager beyond six months, the Vice-Chancellor will recommend the appointment to the Executive Committee for approval and notification to Council.
- 2.4.3.5 In the case of a proposal to appoint an acting Executive Manager for six months or longer, the Vice-Chancellor will recommend the appointment to the Executive Committee for approval and notification to Council having demonstrated that an appointment by an ordinary arrangement will disadvantage the University.

2.5 Performance review and bonus of an Executive Manager

- 2.5.1 The performance review of an Executive Manager will be conducted annually:
 - a) by the Vice-Chancellor for their direct reports and .
 - b) by the person's supervisor for other Executive Managers. .
- 2.5.2 Any performance bonus must be directly linked to the Executive Manager's performance agreement.
- 2.5.3 For an Executive Manager who is a direct report to the Vice-Chancellor, the Vice-Chancellor will make recommendations concerning the performance bonus to the Executive Committee which, having considered those recommendations, will determine the performance bonus to be paid and notify this determination to Council.
- 2.5.4 For an Executive Manager who is not a direct report to the Vice-Chancellor, the Vice-Chancellor will determine the performance bonus.
- 2.5.5 In the case of an acting Executive Manager the performance bonus will be applied to the Executive Manager's substantive role (if applicable) for the full year, unless the acting appointment is for nine months or longer.

2.6. Review of remuneration and conditions of employment of an Executive Manager

- 2.6.1 The Vice-Chancellor may initiate a review of the remuneration and conditions of employment of Executive Managers generally or of a particular individual following performance reviews conducted under clause 2.5, or if there are significant changes to structure or responsibilities, or to address matters listed at 2(a) to (d):.
- 2.6.2 In the case of an Executive Manager who is a direct report to the Vice-Chancellor, the Vice-Chancellor will make recommendations concerning the variation of remuneration and terms and conditions of employment to the Executive Committee which, having considered those recommendations, will determine whether any variations should be made and notify those determinations to Council.
- 2.6.3 In the case of an Executive Manager who is not a direct report to the Vice-Chancellor, the Vice-Chancellor will determine the variations of remuneration and terms and conditions of employment.

3. RESPONSIBILITIES

In addition to any responsibilities set out in Section 2.

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

- a) progressing workforce planning strategies for Executive Managers with the Vice-Chancellor, including retention, succession plans, career development and gender pay equity;
- b) preparing papers for the relevant committee(s) to progress the approval process for the appointment, performance and remuneration of Executive Managers,
- c) preparing an annual report concerning the succession plans for the Vice-Chancellor and Executive Managers for Executive Committee; and
- d) ensuring that the documentation of the appointment, performance and remuneration of executive managers is kept in accordance with the University's *Recordkeeping Policy*.

4. SCOPE OF PROCEDURES

These procedures apply to Executive Managers.

These procedures do not apply to the appointment, performance and remuneration of the Vice-Chancellor.

5. DEFINITIONS

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

Executive Manager is defined per the [Constitution of the Executive Committee of the Council](#) (as amended from time to time).

A direct report to the Vice-Chancellor means an Executive Manager who is directly responsible to the Vice-Chancellor for the performance of his or her duties.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Delegations Register](#)

[Discrimination and Harassment Prevention Procedures](#)

[Diversity and Inclusion Policy](#)

[Diversity in the Workplace Procedures](#)

Policy Compliance Officer	Ian Jackson , Director, People and Culture
Policy Manager	Vice-Chancellor
Approval Authority	Council
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	13/02/2013	Council	C 07/13	Attachment 3 to Document No 00083/13 (Council rescinded existing policy and procedures and approved new procedures as per new Policy Framework) effective 27 February 2013
	Amended	26/06/2013	Council	C 101/13	Attachment B to Document No 00607/13
	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
	Amended	08/08/2015	Council	C 112/15	Attachment A to Item 8.1.2
	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)
	Approved	17/02/2021	Council	C 14/21	Attachment A to Item 8.2