Recruitment and Appointment Policy

Responsible Officer: Executive Director, Human Resources

Approved by: Vice-Chancellor

Approved and commenced: August, 2017

Review by: August, 2020

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle: Governance Level Principle 11: Employment

Responsible Organisational Unit: Human Resources

CONTENTS

1. Objective .................................................................................................................................................. 2
2. Scope ....................................................................................................................................................... 2
3. Policy Provisions ...................................................................................................................................... 2
3.1 Recruitment and appointment of staff ................................................................................................. 2
3.2 Responsibilities ..................................................................................................................................... 2
4. Definitions and Acronyms ..................................................................................................................... 2
5. Supporting Documentation ..................................................................................................................... 2
6. Versioning ................................................................................................................................................ 3
Recruitment and Appointment Policy

1 Objective

The objective of this Policy is to ensure that the University of Tasmania (University) attracts and recruits those people who will best advance our objectives and strategic vision.

2 Scope

This Policy applies to all University staff.

3 Policy Provisions

3.1 Recruitment and appointment of staff

The University of Tasmania seeks to:

- ensure that position requirements are accurately documented and appropriately classified, taking into account the functions and responsibilities of the role;
- ensure that the University continues to attract quality applicants in an effective manner, drawing from the most appropriate labour markets;
- maintain the merit principle of appointing the best candidate, through an appropriate assessment and/or competitive, efficient and effective selection process;
- provide equal opportunity for all candidates;
- promote a diverse workforce;
- offer staff orientation and induction programs to familiarise new staff to the working environment and to the University’s values and strategic priorities; and
- comply with relevant legislation.

3.2 Responsibilities

Recruitment is a shared responsibility with the activity managed by the supervisor of the vacant position, members of the Selection Committee and Human Resources.

The Executive Director Human Resources is responsible for the University wide application of this policy. All staff involved in recruitment activity are obligated to adhere to the policy provisions.

4 Definitions and Acronyms

| Organisational Unit          | College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise. |

5 Supporting Documentation

- Inclusion, Diversity & Equity Policy
- Conflict of Interest Policy and Procedure
- Engagement of Contractors Policy
- Privacy Policy
Recruitment and Appointment Policy

- Delegations Policy
- Records Management Policies and Procedures
- Visiting Fellows and Visiting Scholars Program Policy and Procedure
- Adjunct, Clinical and Associate Titles Policy and Procedure
- Distinguished Professors Policy and Procedure
- Recruitment and Appointment Procedure
- Selection Committee Procedure
- Secondment Procedure
- Internal Transfer Procedure
- Internal Nomination Procedure
- Appointment of Heads of School Procedure
- Police Records Check (Staff) Policy
- Identified Aboriginal Positions Guidelines
- UTAS Statement of Values
- Human Resources Website
- University Staff Agreement 2013 – 2016

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>The following Policies have been superseded and have been revoked:</th>
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<tbody>
<tr>
<td></td>
<td>- Associate Deans (Teaching and Learning) Appointment Policy</td>
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<td></td>
<td>- Casual Teaching Staff Policy</td>
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<td></td>
<td>- General Appointment Principle</td>
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<td></td>
<td>- Procedures for the Appointment of Full-time and Fractional Academic Staff at Levels A, B and C</td>
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<tr>
<td></td>
<td>- Procedures for the Appointment of Full-time and Fractional Academic Staff at Levels D and E</td>
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<td></td>
<td>- Procedures for the Appointment of Full-time and Fractional General Staff at HEO Levels 1 to 10</td>
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</tbody>
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Former Version(s) | Recruitment and Appointment Policy; approved December, 2014. Amended in December 2016 to incorporate Colleges.
| Current Version   | Recruitment and Appointment Policy, approved, Executive Director Human Resources, August, 2017. |