Recruitment and Appointment Policy

Responsible Officer

Executive Director, Human Resources

Approved by

Vice-Chancellor

Approved and commenced

July 2019

Review by

July 2022

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle

Governance Level Principle 11: Employment

Responsible Organisational Unit

Human Resources

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1 Objective

The objective of this Policy is to ensure that the University of Tasmania (University) attracts and recruits 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, considering 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
• Delegations Policy & Delegations Profile and Schedules
• 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
• Heads of School Policy
• Identified Aboriginal and Torres Strait Positions Guidelines
• UTAS Statement of Values
• Staff Intranet
• University Staff Agreement

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>• Procedures for the Appointment of Full-time and Fractional</td>
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<td></td>
<td>Academic Staff at Levels A, B and C</td>
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<td>• Procedures for the Appointment of Full-time and Fractional</td>
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<td>Academic Staff at Levels D and E</td>
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<td>• Procedures for the Appointment of Full-time and Fractional</td>
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<td>General Staff at HEO Levels 1 to 10</td>
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Recruitment and Appointment Policy; approved December 2014. Amended in December 2016 to incorporate Colleges.

| Current Version   | Recruitment and Appointment Policy, approved July 2019.          |