



UNIVERSITY OF NEWCASTLE
STUDENTS' ASSOCIATION

Policy No: P-005

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Policy: Recruitment Policy and Procedure

1. Establishment

This Policy has been promulgated to provide a framework for UNSA staff or Board members involved in the recruitment and selection process to ensure selection of the best candidate for the position, and to maintain transparency and consistency throughout the process.

This Policy applies to the hiring of all new staff in UNSA.

2. Principles

The following principles need to be evident in any process adopted:

- a. **Merit:** All applicants will be appointed to positions based on their skill, knowledge, competencies, qualifications, previous experience and understanding of the position requirements. On the job training will be offered where possible or required by the appropriate line manager and will be for the benefit of UNSA.
- b. **Fairness:** Fairness is demonstrated through inclusiveness and equity. All applicants have a right to expect fair treatment through clear expectations and a consistent approach.
- c. **Transparency:** UNSA recognises the importance of transparency in relation to the recruitment process. This needs to be balanced with respect to confidentiality and privacy of applicants and selection panel members.
- d. **Responsiveness:** Responsiveness is the capacity to adapt UNSA practice to meet individual circumstances, taking into account the principles of merit, equity and diversity, fairness and transparency. It is important to acknowledge that timely decision-making can be critical in securing the best possible applicant.
- e. **Operational and Strategic Need:** All recruitment and selection decision-making should be aligned with UNSA's strategic and operational priorities.

3. Definitions

In the context of this document the following definitions apply:

3.1 **Contingent employment** means employment supported by identifiable funding external to UNSA for the duration of a specific task or project or for the duration of the funding. Such employment may be under a maximum term contract with appropriate probationary period

3.2 **Maximum term employment** means employment for a specified maximum term, for which the instrument of engagement will specify the starting and (maximum) finishing dates

3.3 **Casual employment** means employment in circumstances where UNSA makes no firm advance commitment to continuing and indefinite work according to an agreed pattern of work. Casual employees are engaged and paid on an hourly basis that includes a loading related to benefits under the IA for which a casual employee is not eligible.

3.4 **Elected Employee** means an elected Student Representative for UNSA who is made an offer of employment by reason of being elected as a Student Representative but whose duties are in addition to those required of the elected position.

3.5 The Industry Award (IA) means the *Higher Education Industry (General Staff) Award*.

4. Establishing and Advertising a Vacancy



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- 4.1 If a casual or short-term (i.e. less than 12 months) vacancy occurs the UNSA Manager must ensure the position is still appropriate for the organisation's needs before advertising the vacancy
- 4.2 For all casual and maximum term contracts of less than 12 months, preference shall be given to the employment of current University of Newcastle students
- 4.3 For a casual vacancy of less no more than one day per week and no greater than 8 weeks duration, the Manager may appoint directly from students identified with the relevant skills by the University's employment service
- 4.4 All positions to be recruited from current students are to be advertised through the University's student employment service
- 4.5 The Manager must obtain Board approval to advertise and recruit any full-time roles or maximum term contracts in excess of 12 months.
- 4.6 The appropriate method of advertising should be determined after consideration to the type of position vacancy and budget restraints.
- 4.7 The Manager will maintain a register of all advertised positions.

5. Selection panel

- 5.1 A selection panel shall be established for the purpose of interviewing applicants for the vacant position
- 5.2 The selection panel shall comprise:
 - a. The UNSA President or nominee
 - b. UNSA Manager or immediate supervisor (i.e. UNSA staff member)
 - c. A person with relevant knowledge or experience of the position or similar positions
- 5.3 The selection practice should follow the best practice guidelines for recruitment and selection authored by the Australian Human Rights Commission. Gender diversity must be a consideration to ensure representative & fair panels, with at least 2 genders represented.
- 5.4 Selection panels should attempt to reach a consensus on the best applicant

6. Conflict of interest

- 6.1 Any member of a Selection Panel who personally knows a candidate must declare their conflict of interest in line with the Conflict of Interest Policy. Their suitability to remain as a panel member will be considered by the UNSA Board or Manager.
- 6.2 A candidate must, prior to the interview commencing, advise the Selection Panel of any relationship they have with any current or previous member of UNSA staff, elected UNSA office bearer or Board member.
- 6.3 The Selection Panel Convenor shall inform the candidate of this requirement.

7. Panel Convenor Responsibilities

With respect to this Policy and Procedures, the Panel Convenor shall:

- 7.1 Before the Interview:
 - a. Compile a list of appropriate questions to identify the best candidate at interview.
 - b. Amend the Recruitment Panel Assessment Matrix to reflect the interview questions.
 - c. Convene the panel members.
 - d. Forward each panel member the position description, copies of each application, and the short listing Matrix.



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7.2 At Interview

- a. Provide all Panel members a blank Recruitment Panel Assessment Matrix for each candidate;
- b. Undertake introductions;
- c. Ensure each candidate is aware of the Conflict of Interest statement; and
- d. At the conclusion of all interviews and with all Panel members present, complete the Recruitment Panel Summary for submission and recommendation to the UNSA Manager or Board, as the case may be

7.3 After Interview

- a. Make recommendation to the UNSA Manager or Board; and
- b. Make a formal offer to the successful candidate, and after referee checks completed and formal acceptance by a successful candidate, advise unsuccessful candidates.

8. Elected employees

Clauses 4 to 7 above do not apply to Elected Employees.

For employees falling under this clause 8, employees should be informed at the time of their appointment that their ongoing employment is contingent on them being elected as a Student Representative.

9. Inclusive Employment Opportunities

UNSA cares about hiring the best people to be on our team and we know a truly exceptional team is vibrant, diverse, inclusive & socially responsible.

Our commitment to inclusion across race, gender, age, religion, identity, and experience makes UNSA a place where you can feel safe to bring your authentic self to work. We want to know about the real you and our workplace can be adjusted to accommodate your needs.

If there are any arrangements we can make to ensure the interview and recruitment process is as equitable as possible, please do not hesitate to reach out to us.

10. Related documents

Best practice guidelines for recruitment and selection authored by the Australian Human Rights Commission can be located at:
https://www.humanrights.gov.au/sites/default/files/GPGB_recruitment_guide.pdf

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