Recruitment and Selection Policy

Section 1 - Summary

(1) The purpose of this Policy is to provide the University with the flexibility to attract and appoint high-calibre staff who will enhance its ability to achieve strategic and organisational objectives, while adhering to the principles of merit, fairness, diversity and transparency.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice-President, People and Culture
Responsible Officer	Manager, Recruitment and Appointments

Section 3 - Scope

(2) The Policy applies to all continuing, fixed-term, casual and sessional employee appointments at the University.

(3) This Policy does not apply to:

a. adjunct or visiting teaching appointments (unless otherwise engaged as employees); or
b. the engagement of independent contractors.

Section 4 - Definitions

(4) Aboriginal

Section 5 - Policy Statement

(5) Victoria University will select and appoint staff in accordance with the principles of this Policy and the requirements of any relevant legislation, industrial agreements, or organisational strategy or commitment.

Part A – Establishment of Positions and Authority to Recruit

(6) Positions are established or continued based on:

a. strategic directions
b. functional needs
c. resource capacity (including budget capacity).

(7) Formal approval must be obtained to establish a new position or continue a vacant position, and to recruit to that

position. The delegation to approve and recruit to a vacant position is as contained in the People and Culture Delegations Schedule.

(8) A Position Description or Duties Statement will be developed for all positions, which may contain information including:

a. selection criteria
b. key responsibilities
c. working relationships
d. scope of the role
e. organisational environment
f. for academic appointments and HEW-level positions, the applicable classification band

Part B – Attraction of Talent, Equal Opportunity, Gender Equity and Diversity in Recruitment and Selection

(9) VU is committed to sourcing and securing the best available talent based on a combination of experience, qualifications, behaviours, values, capabilities, and equity and diversity considerations, to meet current and future workforce requirements.

(10) VU supports diversity and inclusion in employment. It is committed to providing a workplace where all people have the opportunity to be included and to succeed. These values are reflected in recruitment and selection practices.

(11) VU believes that diversity of the workforce adds value to VU and creates a stronger, more innovative and rewarding working environment for everyone.

(12) Staff participating in selection decisions and processes will ensure that they:

a. do not unlawfully discriminate in selection based on any protected characteristic as outlined in VU's Discrimination and Harassment Prevention and Management Policy and applicable law; and
b. make efforts to identify and address any areas of unconscious bias they may possess.

(13) VU is committed to achieving gender balance in its workforce at all levels, and will strongly encourage its female staff to apply for roles at higher levels.

(14) VU is also committed to increasing the diversity of its workforce. VU will take proactive steps to increase the diversity of its workforce profile through recruitment and selection processes. This will identify barriers to the inclusion and advancement of women and Aboriginal staff in particular, and other target groups as identified in the relevant Diversity and Inclusion Strategy and other strategies for staff.

(15) VU is committed to being a culturally safe place for Aboriginal people to work and to seek employment.

(16) VU is committed to making reasonable adjustments to provide a positive, barrier-free recruitment process for candidates with particular access needs. Candidates who require adjustments are encouraged to contact the designated contact person for the job to discuss their needs.

(17) VU may, at its discretion and in accordance with applicable law, target positions or recruitment specifically at under-represented groups.

Part C – Recruitment Processes

(18) Vacant positions may be filled using:

a. competitive selection processes; or
b. direct appointment (without advertisement).

(19) Whether a position is advertised or not, the principles of merit and equity will still apply.

(20) It is expected that appropriate selection activities and required pre-employment checks, including reference checks, will be conducted for every position, no matter what selection process is used. No appointment can be made without the conducting and evaluation of the outcomes of all pre-employment checks.

(21) Third-party providers may be engaged at the discretion of the relevant Delegated Officer to conduct components of the recruitment and selection process. Providers must be engaged in accordance with the requirements of the Purchasing Policy and Purchasing Procedure.

(22) Selection Panel members must declare any actual, potential or perceived conflicts of interest to the Chair of the Panel as soon as they are known. If the Selection Panel member or Chair of the Selection Panel believes they are unable to be impartial, the Chair of the Selection Panel is to seek a replacement.

(23) In the case of the Chair of the Selection Panel declaring a perceived or real conflict of interest, the relevant Delegated Officer will be responsible for appointing a new Chair for the Selection Panel.

(24) Recruitment and selection processes will be continually reviewed to ensure that they are fit for purpose and align with contemporary practices.

Part D – Fixed-term Appointments

(25) Fixed-term appointments can be for a maximum period of 5 years for Australian citizens or residents and in line with applicable visa conditions for non-Australian residents. The particulars of each type of visa will determine the maximum period of employment and any other conditions.

Part E – Confidentiality

(26) The principles of appropriate confidentiality and privacy are critically important in recruitment and selection processes. All staff participating in the recruitment and selection process must keep the details of the process confidential, including details of candidates and other individuals involved. Such details should only be disclosed on a need to know basis.

Part F – Complaints about the Process

(27) Complaints about the process may be addressed to the Vice-President, People and Culture. Complaints must be lodged within 28 days of the conclusion of the recruitment and selection process.

Section 6 - Procedures

(28) See Recruitment and Selection Procedures.

Section 7 - Guidelines

(29) Nil.

Status and Details

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Effective Date	14th August 2018
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Approval Date	10th August 2018
Expiry Date	15th December 2020
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Simone Wright Chief People Officer +61 3 9919 5447
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Glossary Terms and Definitions

"Aboriginal" - The use of the word Aboriginal throughout VU Policy and Procedure refers to Aboriginal and Torres Strait Islander people connected to and/or residing in South East Australia.

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