

STAFF RECRUITMENT AND SELECTION PROCEDURE

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* Unless otherwise indicated, this Procedure will still apply beyond the review date.

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Document Control

Version #	Date	Key changes
1.0	23/02/2018	Approved by Council
1.0a	30/05/2019	Format updated; reviewed; added HEI Awards to related documents

1. PURPOSE

1.1 The Staff Recruitment and Selection Procedure outlines Adelaide Institute of Higher Education's (AIHE's) responsibility, approach and the processes to be followed in staff recruitment and selection.

1.2 The Staff Recruitment and Selection Procedure is designed to ensure that:

- staffing is sufficient to meet the educational, academic support and administrative needs of students;
- academic staffing provides the level and extent of academic leadership, oversight and teaching capacity needed; and
- academic staff satisfy requirements of contemporary knowledge, teaching skills, relevant qualifications and ongoing scholarship.

1.3 AIHE's approach to staff recruitment and selection includes:

- fairness in recruitment, assessment and selection, ensuring consistency with equal opportunity principles;
- transparency while meeting confidentiality criteria;
- timeliness and efficiency; and
- workforce planning with clear roles and responsibilities to meet needs analysis and budget.

2. SCOPE

2.1 The Staff Recruitment and Selection Procedure applies to all staff employed or contracted by AIHE.

2.2 Staff includes permanent, full-time and part-time, casual and contract staff, but excludes consultants.

3. PROCEDURES

3.1 The AIHE Human Resources Officer is available as a valuable resource in the recruitment and selection process and will work closely with hiring managers and the Selection Panel.

4. WORKFORCE DEVELOPMENT PLAN

4.1 AIHE's Workforce Development Plan is approved by Council and will be referenced and adhered to as the plan for AIHE's strategic and operational workforce planning. AIHE's Workforce Development Plan includes:

- workforce planning project plan;
- stakeholder engagement plan;
- workforce planning project risk assessment;
- workforce segmentation document;
- job role profiling for key positions;
- demand analysis (current and future);
- alternative future analysis; and
- strategies for closing workforce gaps for the 2019-2023 period.

5. WORKFORCE NEEDS ANALYSIS

5.1 In assessing its workforce needs AIHE will undertake analysis to understand and meet the needs of students, including needs for individual student access to staff outside of formal teaching.

5.2 AIHE's workforce needs analysis will also include:

- vacant positions or demonstrated need for a new position;
- business plans and budget; and
- AIHE direction.

6. APPROVAL TO APPOINT

6.1 The General Manager must approve the appointment of any staff including permanent, part-time, casual and contract staff, and consultants.

6.2 The Head of School has delegated authority to appoint academic staff within the budget allocated for Academic staff. Budget allocation for academic staff must be approved by the General Manager.

6.3 The General Manager and Head of School as relevant are termed 'the hiring manager' in the staff recruitment and selection processes that follow.

7. RECRUITMENT AND SELECTION OF ACADEMIC STAFF

7.1 Staff recruitment and selection procedures must ensure that the level and type of staffing for AIHE's courses of study meet the requirements of the Higher Education Standards Framework (HESF) 2015.

7.2 Relevance and adequacy of academic staff teaching qualifications and skills will be assessed by the Head of School to ensure:

- the provision of oversight of the course at a level appropriate for academic leadership of the level of the course concerned as well as the level of teaching resources (HESF 3.2.2);
- specific detailed requirements for academic leadership, supervision and teaching within a course of study (HESF 3.2.3); and
- requirements for supervision of teachers who are involved with limited or specialised components of a course of study (HESF 3.2.4).

8. REVIEW OF POSITION DESCRIPTIONS AND CLASSIFICATIONS

8.1 Checks for the hiring manager include:

- type of position and classification required, salary, required skills, knowledge and behaviours;
 - required qualifications and competencies and/or vocational competencies
- checks required such as Police clearance and residency status;
- position title consistent with AIHE guidelines;
- employment terms, contract period and expectations (such as commitment to professional development); and
- selection criteria.

9. ESTABLISH RECRUITMENT PROCESSES

9.1 Items to consider by the hiring manager include:

- the most appropriate and cost-effective method of advertising to attract high calibre applicants with clear filters indicating the position requirements and appropriateness of applicants;
- essential information includes:
 - how and where to apply;
 - due date for application;
 - key selection criteria;
 - salary or award details;
 - relocation arrangements (where appropriate); and
 - vacancy contact person details;
- the contact person should not hold an equivalent position or a position that will potentially be supervised by the vacant position;
- preparation of Application Information Pack, to be distributed on same day of enquiry from interested persons;
- establishment of the Selection Panel with a minimum of three and maximum of four people:
 - Selection Panel to comprise hiring manager/General Manager/delegate, Academic Coordinator where lecturer role to be filled, external representative and another specialist as required; and
 - establish expected steps, responsibilities, timelines, venue for shortlisting, interviews and assessments, and selection.

10. ENQUIRIES AND APPLICATIONS

10.1 AIHE utilises the services of SEEK and other online providers for recruitment. All enquires and applications are managed initially within the online account.

10.2 The nominated AIHE staff member will:

- be responsible for all enquiries;
- respond promptly and consistently to ensure equity of information;
- acknowledge all qualified applications;
- obtain permission from the General Manager/Selection Panel leader prior to acceptance of late applications; and
- disseminate securely all applications to the Selection Panel.

11. ASSESSMENT AND SELECTION

11.1 The Selection Panel will:

- convene within five (5) business days after application closing date;
- using the selection criteria and Recruitment and Selection Policy, assess and agree a shortlist for interview;
- agree on criteria for interview such as presentations, tasks prior to interview, testing;
- advise interviewees of interview details and any additional assessment;
- manage interviewees to retain confidentiality;
- manage interview schedule to allow adequate time for interview;
- assess individual interviewees immediately after each interview; and
- assess and agree on:
 - a) if a further interview is required, and
 - b) the preferred candidate on completion of all interviews.

11.2 The nominated Selection Panel member will:

- complete checks on a minimum of two referees;
- check current police clearance;
- check certified copies of all qualifications and relevant documents;
- complete a written recommendation to the General Manager outlining the reasons for the preferred candidate and justification of any difference to the approved appointment type and level:
 - in some cases, a second candidate may be recommended should the preferred candidate not accept the position; and
- arrange for secure destruction and disposal of multiple copies of candidate information.

12. INTERVIEWS

12.1 The AIHE interview process must include at least two (2) of the following three (3) tools:

- structured pre-determined open questions with the ability to ask additional clarifying questions;
- experiential techniques such as role plays and/presentations; and
- skills and knowledge assessments.

12.2 Interview questions are to be consistent with EEO guidelines.

13. JOB OFFER AND UNSUCCESSFUL CANDIDATES

13.1 Following approval by the General Manager, a verbal offer of appointment to the preferred candidate can be made and includes an invitation to meet face to face for further discussion. A written offer and contract will be forwarded simultaneously.

13.2 Once written confirmation of the job offer has been received, unsuccessful interviewees will be contacted by a Selection Panel member and offered feedback and requested to provide any feedback they may have on the selection and recruitment process.

14. COMMENCEMENT AND INDUCTION

14.1 The Human Resources Officer will advise the hiring manager that the offered contract has been signed an agreed start date and any probation or induction provisions.

14.21 The manager will prepare for commencement of the new staff member and ensure that all records have been filed in accordance with AIHE records management policy.

15. DEFINITIONS

15.1 See the AIHE Glossary of Terms for definitions.