

Name of Policy	Recruitment and Selection Policy
Description of Policy	This policy covers the arrangements for the recruitment and selection of staff at ACU.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/> <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	Updated to broaden reference to competencies in line with Capability Development Framework. Only principle based policy information is outlined in this document.

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	2 July 2013
Effective Date	2 July 2013
Date of Last Revision	31 October 2016
Date of Policy Review*	

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

Related Policies, Procedures, Guidelines and Local Protocols	Recruitment and Selection Procedures
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1. Policy Purpose

Australian Catholic University (ACU) attracts and retains high performing staff to achieve its strategic goals and who are aligned to the values and ethos of its Catholic Identity and Mission. The University achieves the alignment of University and staff utilising principles outlined in the Recruitment and Selection Policy (the Policy).

The Policy simultaneously ensures the University meets all legislative and regulatory obligations including the Higher Education Standards Framework (Threshold Standards), in the provision of well-managed operations, a culture of excellence and a workforce mix and profile appropriate to its business needs and sustainability.

2. Scope of Policy

This Policy applies to continuing and fixed-term appointments of Academic Level A to D and Professional staff Levels 1 to 9. The Recruitment and Selection Guidelines (the Guidelines) provide specific advice on normal practice.

3. Policy Statement

The University appoints high performing staff using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, the University practices ethical, fair and impartial staff selection procedures, free from conflict of interest, and characterised by confidentiality and respect for the privacy of an applicant's personal information.

A Position Description describes the inherent requirements of the position to be performed. Selection Criteria describe the qualifications, competencies skills, knowledge and experience, required to perform the inherent requirements of the position. Selection Criteria therefore form the basis of assessment of an applicant's capability to perform the inherent requirements of the position through the short-listing, interview and referee checking process.

4. Merit

Appointment is based on merit assessed against the Position Description Selection Criteria. At the point of short-listing, the Selection Committee must be satisfied that applicants are capable of performing the inherent requirements of the position through a comparative assessment of each applicant against the selection criteria.

5. Equity

All University staff involved in the recruitment and selection process are expected to practice the principles of equal opportunity and anti-discrimination which is consistent with the essential characteristics of the University's mission and concern for social justice and equity.

All Selection Committees must have at least one representative of each gender.

Human Resources may nominate an observer to any University recruitment and selection process.

6. Confidentiality

The confidentiality of the staff selection process must be maintained under all circumstances. Applications and referee reports must be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the Selection Committee. Breaches of confidentiality and their impact on the University and individuals are regarded as serious matters.

Application and personal information collected from applicants for advertised positions must only be used to complete the recruitment and selection process.

7. Conflict of Interest

A person who has or has had a close personal relationship with an applicant, or who has had any other non-work related interest shall not take part in any aspect of the selection process as it could lead to a potential or actual conflict of interest. In these circumstances a person must decline an invitation or nomination to join a Selection Committee

Conflicts of interest may arise in situations where a person's private arrangements, benefits, interests (whether pecuniary or otherwise), personal circumstances or personal or family relationships could, or could be perceived to impinge on a person's ability to act impartially.

If such a situation becomes apparent after applications are received, the selection committee member must notify the Chair and withdraw from the process at the earliest possible stage. The Chair shall seek a replacement from the same category of membership.

8. Appointments of Members of Religious Congregations

Appointments of members of religious congregations are subject to formal arrangements being confirmed with the congregation. Such arrangements are subject to a Service Agreement between the University and the religious congregation.

9. Appeals

Any appeals in relation to the recruitment and selection process will be addressed in accordance with the Staff Appeals Policy.

10. Approvals

The approval authorities for the recruitment and appointment of staff are documented in the University's Delegations of Authority Policy and Register as approved by Senate.

All continuing positions and fixed term positions greater than two years duration shall normally be advertised externally except as defined in the accompanying Guidelines.

The University reserves the right to make no appointment to positions which have been advertised, to invite persons to apply for advertised positions, to appoint by invitation or to make a direct appointment to a position without recourse to advertisement in order to meet the University's business requirements and needs.

11. Review

From time to time the University may make changes to this policy and relevant guidelines to improve the effectiveness of its operation.

12. Further Assistance

Further information for Nominated Supervisors and Selection Committee Chairs and members, are detailed in the Recruitment and Selection Guidelines.

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).