

<b>Name of Policy</b>	<b>Expressions of Interest Policy</b>
<b>Description of Policy</b>	This policy outlines the arrangements to fill a position through an expression of interest process.
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit etc.</i> )
	<input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
<b>Policy Status</b>	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy

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

<b>Approval Date</b>	16 October 2008
<b>Effective Date</b>	16 October 2008
<b>Date of Last Revision</b>	25 February 2019
<b>Effective Date of Last Revision</b>	25 February 2019
<b>Date of Policy Review*</b>	25 February 2022

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

<b>Related Policies, Procedures, Guidelines and Local Protocols</b>	Delegations of Authority Policy and Register Recruitment and Selection Policy
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### 1. Background

This policy has been developed to outline the arrangements for filling a position through an expression of interest process at the University.

### 2. Policy Statement

The University recognises the mutual benefit that can be gained from utilising an expression of interest process to source internal expertise and provide developmental opportunities to staff in the University, by providing a clear and transparent framework to recruit and select staff for these opportunities fairly and equitably.

### 3. Purpose

This policy outlines the arrangements for implementing an expression of interest process at the University following the principles outlined in the University's Recruitment and Selection Policy.

### 4. Application of Policy

- 4.1** This policy applies to all appointments of Academic Staff up to and including Level D and Professional Staff up to and including HEW Level 10.
- 4.2** Where an organisational unit wishes to call for Expressions of Interest (EOI) in a particular position or positions, the unit may advertise either internally to staff in the local unit, or in the all-staff email Bulletin for University-wide distribution to staff. Positions advertised under an EOI process will be open to internal applicants only and the positions may be filled on a fixed-term basis at a given grade or on a Higher Duties Allowance basis as appropriate. In the case of EOIs called for at the local level, the position(s) may also be restricted to a specific group of potential applicants, typically to a functional unit, or to a group or groups of staff at a particular level or levels, in a functional unit.
- 4.3** An EOI process must be approved by the relevant Senior Staff member.

**4.4** Appropriate circumstances typically include requests:

**4.4.1** To provide developmental, acting or project-based opportunities to internal staff members for temporary or fixed-term positions normally up to twelve months in duration, or up to three years for academic assignments, or

**4.4.2** Arising as part of a change management process, such as in conjunction with a placement process for continuing or fixed-term positions for a unit undergoing restructuring.

**4.5** EOI processes will normally follow the principles set out in the University's Recruitment and Selection Policy.

## 5. Approvals

All decisions in relation to the application of this policy must be in accordance with the Delegations of Authority Policy and Register.

## 6. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
25 February 2019	Editorial	Updated to include reference to HEW Levels 1 – 10 as per the Australian Catholic University Staff Enterprise Agreement 2017 – 2021.

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

## 7. Further Assistance

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](#).