



PARSA
ANU postgraduate &
research students'
association

WORONI

Employment and Selection

Overview

This document outlines the principles underpinning the recruitment, selection and appointment of Association employees.

Scope

This Policy applies across all student Associations.
“Associations” refers to ANUSA, PARSA & ANUSM.

Policy Statement

The recruitment, selection and subsequent appointment of employees will be conducted in accordance with this policy and the related procedures.

The Associations are committed to the operation of fair and transparent recruitment and selection processes in order to attract, select and retain the highest standard of employees. This requires an equitable, competitive and timely recruitment process.

The Associations seek to:

- maintain the merit principle of appointing the best candidates through a competitive selection process;
- provide equal opportunity for all candidates;
- promote a diverse workforce, by encouraging members of underrepresented employment groups to consider employment with the Associations;
- ensure that the selection process is efficient and effective; and
- maintain applicant confidentiality.

Types of Employment

Continuing employment

Continuing employment means all employment other than fixed term, casual employment or those employed on a recognised employment schemes. A continuing appointment is made for an indefinite period and may be full time or part time.

Continuing employment should not be restricted on the grounds that funding from government or funding comprised of payments of fees made by or on behalf of students by the University is not guaranteed.

Fixed term employment

Fixed term employment means a definable work activity which has a starting time and which is expected to be completed within an anticipated timeframe. Fixed term appointments may only be used where an employee is carrying out a limited time defined project or an inherently time-limited role, implementing a research project, temporarily replacing an employee on leave, as a pre-retirement contract, or to fill a position funded by external

funding (not being a position funded by an operating grant from government or student fees).

Where a fixed term appointment is made for a specific task or project or role, the employment contract may, in lieu of date, specify the circumstance(s) that results in employment ceasing. Without limiting the generality of that circumstance, include a period of employment provided for from identifiable funding external to Associations (except where funded by a grant from government or student fees).

Fixed-term contract employment subsidiary to studentship

Where a person is enrolled as a student, fixed-term contract employment may be adopted as the appropriate type of work activity, not within the description of another circumstance in the preceding paragraphs of this clause, that is within a student's academic unit or an associated research unit of that academic unit and is work generally related to a degree the student is undertaking within the academic unit, provided that:

- such fixed-term contract employment will be for a period that does not extend beyond, or that expires at the end of the year in which the person ceases to be a student, including any period that the person is not enrolled as a student but is completing postgraduate work or is awaiting results; and
- that an offer of fixed-term employment under this paragraph must not be made on the condition that the person must undertake the studentship.

Part time employment

Part time employment may be continuing or fixed term. A part time employee is entitled to the same employment conditions calculated on a pro rata basis, as an equivalent full time employee.

A part time employee will either:

- a. work a regular pattern of hours which totals less than the full time hours in a pay period; or
- b. have a regular pattern of employment which, over a specified period is equivalent to an agreed number of part time hours in a pay period, for which the staff member will be paid accordingly; or involves agreed periods of attendance on full pay followed by stand-down without pay.

Casual employment

Casual employment is one where the employee is not appointed on an ongoing basis and is normally required to work a pattern of hours on an intermittent or irregular basis.

A casual employee will be paid a loading of 25% in lieu of Public Holidays all paid leave entitlements, including long service leave. A casual employee's employment may be terminated by the Association or the employee by giving one hour's notice in writing to the Association paying or the employee forfeiting one hour's salary in lieu of notice.

Selections Process

Short Term Vacancies

Vacancies up to a maximum of 6 months duration may be filled by seeking expressions of interest from existing employees.

Where the vacancy attracts an expression of interest from one person only, the President/Editor in Chief may exercise their discretion to appoint that person to the position.

Where two or more current employees express interest in the position, the President/Editor in Chief must establish an Appointments Committee as set out below to interview the applicants.

Where no expressions of interest are received, or no employees expressing interest meets the selection criteria to a degree where he/ she could effectively carry out the duties with minimal training, the President/Editor in Chief may choose to advertise the position externally.

New or vacant positions

Before a new or vacant position is advertised it may be filled by seeking expressions of interest from existing employees.

Where the vacancy attracts an expression of interest from one person only, the President/Editor in Chief may exercise their discretion to appoint that person to the position.

Where two or more current employees express interest in the position, the President/Editor in Chief must establish an Appointments Committee as set out below to interview the applicants.

Where no expressions of interest are received, or no employees expressing interest meets the selection criteria to a degree where he/ she could effectively carry out the duties with minimal training, the President/Editor in Chief may choose to advertise the position externally.

Where a position is advertised, the President/Editor in Chief will establish an Appointments Committee as set out below to interview the applicants.

Appointments Committee

All appointments will be made by an Appointments Committee. The Appointments Committee shall comprise three members: the Office/General Manager, a member of the Association executive where the vacancy exists and a third independent person. The Appointments Committee must represent more than one gender diversity.

The Appointment Committee is responsible for short-listing candidates, interviewing candidates and recommending to the President/Editor in Chief the preferred candidate for appointment and on what salary within the salary range advertised the person should receive.

The Appointments Committee shall select the preferred candidate who, on the written evidence and oral information provided by the referees, best meets the selection criteria. Notwithstanding this, the Appointments Committee retains the right to recommend that an appointment not be made.

References: Enterprise Agreement Clauses 12 and 14

Other

In the case of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement shall prevail.