2.10.1 Staff recruitment and appointments

Policy number: 2.10.1  
Contact Officer: CEO, UQ College – 20 September 2012  
Approved by and date: College Management Group  
Date for Next Review: 12 months from approval for Contact Officer to review policy  

Overview

1. UQ College is committed to recruiting and retaining staff of the highest calibre. This calls for an equitable, competitive and timely recruitment and staff selection process.

UQ College seeks to:
- maintain the principle of open competition on the basis of merit to appoint the best candidates
- ensure that selection procedures are efficient and effective
- maintain applicant confidentiality.

The following principles will be adhered to:
- a duty statement and selection criteria shall be developed for all positions and reflect the needs of the organisational area
- the duty statement and selection criteria shall appropriately reflect the classification of the position
- the duty statement and selection criteria shall indicate that criminal history checks will be conducted for positions where criminal history is relevant to the requirements of the position
- selection to a position shall be based on merit as assessed against the position’s selection criteria and shall be consistent with equal employment opportunity principles. Selection on the basis of merit means that the grounds for decisions on the selection and appointment of staff must directly relate to the relationship between the inherent requirements of the position and the person's skills, knowledge, qualifications and experience
- selection on the basis of merit prevents decisions being made on discriminatory grounds such as age, gender, race or nationality, marital status, sexual preference, religious or political beliefs or activities, trade union activity, disability, pregnancy or status as a parent or carer.

Position documentation should be designed to attract suitably qualified candidates and assist them in preparing their application. It should include the following:
- position title
- position purpose
- background information to the position
- reporting relationships
- duty statement
- key accountabilities
- criteria for selection
- advertisement.
The UQ College Human Resources Policies and Procedures Manual will assist staff with all matters relating to employment requirements and conditions.

Description

2. Responsibilities

The UQ College Board has responsibility for all recruitment matters relating to the appointment and performance management of the CEO, UQ College.

The CEO, UQ College or nominee approves position documentation before authorising the initiation of recruitment processes and advertising. The CEO, UQ College is responsible for approving the recruitment and appointment of all UQ College staff.

The General Manager, Education and Training is responsible for managing the recruitment and appointment of all UQ College academic staff in accordance with approved policies and procedures, and external registration and accreditation requirements and qualifications standards.

2.1 Recruitment

The recruitment process will include an application, an interview, and one other relevant selection method such as referee reports or selection test. Shortlisted applicants required to undertake a work test or other selection method must be informed of this prior to interview. The CEO, UQ College can waive any or all of the recruitment process and directly approve a person to a position for a fixed-term appointment.

Late applications are not normally accepted. However, the Panel Chair/CEO may accept applications received after the closing date, on the basis that there is a good reason for the late submission and the application is of good quality.

UQ College reserves the right to invite candidates to apply for a position without advertising.

2.2 Appointment

For academic staff appointments, the CEO, UQ College must approve a recommendation for appointment by the General Manager, Education & Training before an offer of appointment can be made.

The CEO or nominee will sign an offer of appointment letter.

An appointment is subject to the finalisation of either of the following, where deemed a requirement of the position: Criminal history check and/or Blue Card.

The General Manager, Education and Training is responsible for signing and dating verified qualifications (and associated supporting materials) for academic staff. The verified copies may be certified by a qualified Justice of the Peace or Commissioner for Declarations.

Unsuccessful short-listed candidates should be dealt with courteously and sensitively and advised in a timely fashion.
Important note: UQ College will not employ former UQ staff in roles where they will be performing the same or substantially similar work (to that which they were undertaking for UQ) unless there has been at least a 3-month break between the employment with UQ and the commencement of employment with the College.

3. Records management

On employment, a staff file will be created for the successful applicant. The file will include the following documentation:

a) the Position Description
b) any advertisement
c) application documentation
d) referee reports where applicable
e) verified qualification/s and clearance documentation e.g. criminal history check, if deemed required for the position
f) signed employment contract

The General Manager, Education & Training will manage items a) to e) above and ensure they are placed on the staff file for all academic positions.

The Manager, Corporate & Student Services is responsible for creating all staff files and managing their ongoing maintenance. In relation to academic staff, the Manager, Corporate & Student Service is responsible for f) above.

Modification History

Original document prepared by:

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<thead>
<tr>
<th>Document Owner(s)</th>
<th>Project/Organization Role</th>
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Version Control History:

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<th>Date</th>
<th>Author</th>
<th>Change Description</th>
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<td>1.0</td>
<td>20/9/2011</td>
<td>J Du Moulin</td>
<td>CMG approval</td>
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