

Recruitment, Selection and Appointment Policy

Section 1 - Introduction

(1) The University of Newcastle recognises the need to recruit and retain outstanding academic and professional staff in order to deliver on its strategic plan. It is committed to selecting and appointing the best person for each role and strives to create a learning and working environment that reflects and celebrates diversity.

(2) This policy provides a framework for the development of recruitment, selection and appointment procedures which:-

- a. embrace the principles of merit, equity and diversity, and fairness;
- b. are responsive to the University's operational needs, recognising that different roles may require different recruitment and selection approaches; and
- c. reflect and support the University's recognition of the value of providing development opportunities for its existing staff.

(3) The available range of recruitment, selection and appointment procedures are those published in the [University's Policy Library](#).

Section 2 - Audience

(4) Staff.

Section 3 - Policy Principles

Merit

(5) The University aims to ensure that all candidates are appointed to positions based on an appropriate combination of skills, knowledge, competencies, qualifications, previous experience, and demonstrated potential.

Equity and Diversity

(6) The University aims to ensure that its recruitment and selection policies and procedures support the building of a diverse and capable workforce. This includes striving to recruit from under-represented groups to support equity.

Fairness

(7) The University aims to design and apply recruitment and selection procedures which allow consistent and fair comparison of candidates and decision-making based on relevant criteria for the role.

Operational and Strategic Need

(8) The University aims to ensure that all recruitment and selection decision-making is aligned with the University's strategic and operational priorities. It is important to acknowledge that timely decision making can be critical in securing the best candidate.

Section 4 - Roles and Responsibilities

Managers, supervisors and Chief Investigators

(9) Managers, supervisors and Chief Investigators will implement an appropriate recruitment, selection and appointment process for each recruitment.

Human Resources

(10) Human Resource Services will provide expert advice and support for recruitment, selection and appointment processes.

Status and Details

Status	Historic
Effective Date	18th October 2022
Review Date	31st December 2022
Approval Authority	Chief People and Culture Officer
Approval Date	18th October 2022
Expiry Date	11th April 2023
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
Enquiries Contact	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au <hr/> Recruitment 4033 9999

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Candidate" - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Supervisor" - Staff members with direct supervisory responsibility for other staff within the workplace (a Supervisor may also be member of Senior Management, with duties as an Officer as defined in the Work Health and Safety Act 2011, or any replacing legislation).