



Purpose

1. To detail the principles informing staff recruitment and selection within the University of South Australia.

Scope

2. This policy applies to all continuing and fixed term, full time, and fractional appointments.

Responsibilities

3. The Vice Chancellor is the approving authority for this Policy.
4. The Executive Director: People, Talent and Culture is the officer responsible for organisation-wide adherence to this policy.
5. All University staff and representatives are expected to comply with the provisions of this policy and with all associated procedures and guidelines.
6. All managers and staff with a direct involvement in recruitment and selection processes are responsible for encouraging applications from Aboriginal Peoples.
7. The Chair of the relevant selection panel is responsible for the outcomes of selection and recruitment and the proper operation of this Policy.

Principles

8. This policy must be read in conjunction with the information provided on the Working at UniSA website.
9. UniSA's foundation recognises the importance of Aboriginal education and has long been a strong advocate for reconciliation. The UniSA Act 1990 established the university and set at its core, legislative commitments to provide opportunities for Aboriginal Peoples. This is informed by the Stretch Reconciliation Action Plan 2023-2025 and the Yaitya Warpulai Tappa (Aboriginal Action Plan) 2023-2025. UniSA strives to be an employer of choice for Aboriginal People.
10. The University of South Australia will recruit and select staff the organisation needs to achieve its strategic directions and who demonstrate attributes that are consistent with the organisation's directions and culture. Recruitment and selection of staff to employment in the University will comply with all legal requirements, and with relevant equal opportunity, affirmative action, reconciliation and human resource management principles, policies and guidelines adopted by the University.
11. Recruitment and selection will be informed by the University's agreed priorities for developing the optimum workforce profile required to realise its legislated responsibilities and contractual obligations, its mission and strategic intent and its vision for the institution as a distinctive, innovative and internationally competitive organisation.
12. Recruitment and selection will be guided by requirements of relevant legislation and the University's equity and diversity policies, strategies and initiatives and by its agreed priorities for developing a workforce profile that reflects the diversity and characteristics of the student population and the wider community.
13. Appointments will be based on careful and consistent application of the principle of merit.
14. Appointments will be made in open competition from the widest field of applicants, attracted by internal and normally external advertising.
15. Recruitment and selection processes will be based on fair and equitable treatment of all applicants. They will support UniSA's commitment to gender equity, increasing the employment of Aboriginal Peoples, and ensuring a diverse staff profile capable of achieving UniSA's strategic objectives.

16. Recruitment and selection will embody our commitment to acknowledging the unique perspectives, knowledge, and contributions of Aboriginal Peoples. We understand that Aboriginal cultures and ways of knowing are rich, varied, and deeply rooted in tradition and history. Recruitment processes will be designed to value the insights and experiences of Aboriginal Peoples.
17. Accountability will be achieved by recruitment and selection processes and associated documentation being subject to appropriate scrutiny and review, having regard to the confidentiality of the applicants. All processes will be conducted so as to guard the confidentiality of applicants and preserve the integrity of the process.
18. Recruitment and selection processes will be consistent, transparent, professional and timely.
19. The University will foster continuous improvement of recruitment and selection policy and procedures and supporting technology to deliver high quality services efficiently and effectively.
20. Decision-making will be the responsibility of the relevant senior manager in accordance with the Vice Chancellor's Authorisation Framework to ensure local ownership, responsibility and accountability for recruitment decisions.

Definitions

21. **Aboriginal** is used in this policy inclusively to refer to both Aboriginal and Torres Strait Islander Peoples, recognising their distinct identities, cultures, and histories.
22. **Appropriate Academic Title** for the purposes of this policy is Associate Professor or Professor.
23. **Industrial Instrument** refers to the applicable Collective/Enterprise Agreement, Award, Australian Workplace Agreement, contract of employment or legislation.
24. **Internal Applicant** refers to an individual who is employed within the University on a continuing, fixed term, or casual basis, and has commenced work at the time they submit their application.
25. **Merit** is the extent to which an applicant has abilities, aptitude, skills, qualifications, knowledge, experience, and achievement (including community service), characteristics and personal qualities relevant to the carrying out of the duties in question. This includes, where relevant, the way an applicant carried out the duties or functions of any position, employment or occupation previously held or engaged in (paid or unpaid), and the extent to which an applicant has potential for development necessary to fulfil the position within reasonable time and resources.
26. **Position Description** is the statement that outlines the principal accountabilities of the position and the essential and desirable criteria for appointment to the position.

Building Workforce Capability

27. Position descriptions will reflect criteria consistent with the strategic intent and the organisational directions, both local and corporate.

Selecting on Merit

28. Appointment will be based on merit assessed in relation to the selection criteria and position description. Applicants will sufficiently meet the essential criteria in the position description to be eligible for appointment.
29. The selection process will acknowledge and respect Aboriginal learning and knowing, to enable candidates to demonstrate their skills in ways that resonate with their cultural background.
30. Where equal merit occurs between an external and internal applicant, preference will be given to the internal applicant.
31. Outstanding individuals may be appointed to senior positions by invitation and without advertisement where it is in the interests of the University and contributes to the strategic direction of the University. Appointment to senior positions by invitation is to be approved by the Vice Chancellor.
32. Where an applicant for a position is considered qualified and, where it was not specified in the original advertisement, the Vice-Chancellor, on the advice of the selection committee, may recommend that the applicant be awarded an appropriate academic title on appointment. (Refer to Definitions)

Advertising vacancies

33. Prior to advertising, redeployees will be given priority consideration when filling vacancies within the University.
34. Fixed term employment will be in accordance with the applicable industrial instrument and/or contract of employment.
35. Research-only positions up to 12 months' duration do not need to be advertised. These positions can be offered to suitable staff provided the skill base requirements are met. Research-only positions are not advertised when the grant funds have been allocated in relation to the nomination of specified personnel to undertake the project.
36. Inclusive language will be used in job advertisements and communications to promote a welcoming and inclusive workplace culture and encourage a broad range of applicants to apply.
37. Targeted advertising channels will be used for diversity groups, including Aboriginal applicants for positions that are Identified or targeted for Aboriginal People
38. Positions with a genuine occupational requirement may be advertised requesting applications only from Australian Aboriginal Peoples, under special measures pursuant to Section 56 of the Equal Employment Opportunity Act (SA) 1984.

Ensuring fairness and accountability

39. Selection and recruitment policy, guidelines and associated documentation will be available to employees and applicants.
40. Accountability for selection and recruitment sits with the Chair of the selection panel.
41. People involved in the recruitment process will be mindful of unconscious bias, diversity, gender equity and how to select and interview in a non-discriminatory manner.
42. All university staff participating in the recruitment and selection process are strongly encouraged to complete Unconscious Bias and Aboriginal Sensitivity and Respect Training prior to participating in candidate interviews.
43. Our interview processes will be accessible and accommodating to individuals with disabilities. Reasonable accommodations will be provided upon request to ensure that all candidates have an equal opportunity to showcase their skills and qualifications during the interview process.
44. We will ensure that our interview processes are formulated to improve employment outcomes for Aboriginal Peoples. Where applicants identify as Aboriginal through their application, selection panels will ensure authentic representation and an inclusive assessment process that values Aboriginal perspectives. The selection panel will include an Aboriginal UniSA staff member or a respected Aboriginal community member. Consideration in the recruitment process for respectful enactment of Aboriginal protocols of engagement is supported.
45. Appeals may be made through applicable staff appeals and disputes mechanisms contained in the applicable industrial agreement. Appeals will only be considered where a case can be made that due process was not followed.
46. Selection and recruitment will be undertaken using expert panels. The panel membership is to be determined by the Chair and decisions made on the basis of the value and expertise that an individual can bring to the process.
47. Selection panels will be inclusive and diverse in composition, with representation of gender and other identities, including cultural and linguistic background.
48. For Identified or targeted Aboriginal positions or where candidates disclose that they are Aboriginal, all non-Aboriginal panel members will have completed cultural awareness training.

Related Documentation

- > [Working at UniSA Website](#)

- > [Redundancy and Redeployment Procedure](#)
- > [Inclusive Language Policy](#)
- > [Equal Opportunity Policy](#)
- > [Diversity and Representation on Committees and Working Groups Policy](#)
- > [Staff with Disability Policy](#)
- > [Workplace Adjustment Procedure](#)
- > [University of South Australia Enterprise Agreement 2023](#)
- > [Vice Chancellor's Authorisation Framework](#)

Approving Authority: Vice Chancellor

Officer Responsible: Executive Director: People, Talent & Culture

Commencement Date: 20 August 2002

Review Date: 17 January 2025

History: This policy supersedes the detail in:

- > HR 2.0 Principles of Personnel Management
- > HR 3.4 Policy and Procedures for the Selection and Appointment of Staff to Advertised Positions
- > HR 4.2 Guidelines for Selection and Appointment of Staff to Advertised Positions
- > HR15.1 Transfer of Staff
- > HR 22.0 Granting of an Academic title on Appointment
- > HR 24.0 Appointment of Research only Staff to Non-advertised Positions.
- > Updated: 1 May 2024