

# Recruitment, Selection and Appointment Policy

This Policy is under review to capture the terms of the [UQ Enterprise Agreement 2021-2026](#). Updates will be made in due course.

## Section 1 - Purpose and Scope

### Purpose

- (1) The University of Queensland (UQ) is committed to attracting, supporting and retaining a diverse and inclusive community of high achieving staff who uphold UQ values and support the strategic objectives of UQ.
- (2) The recruitment, selection and appointment of staff is a key strategic requirement of UQ and will continue to enhance UQ's reputation as an employer of choice in all areas of focus.
- (3) The recruitment, selection and appointment of staff must be conducted in accordance with workforce planning and operational requirements of the relevant Faculty/Division and School/Institute/Department or Organisational Unit.
- (4) The purpose of this Policy is to outline the principles and key requirements that govern recruitment, selection and appointment practices at UQ.

### Scope

- (5) This Policy applies to all paid academic and professional continuing and fixed-term appointments.
- (6) This Policy is to be read and applied in conjunction with:
  - a. relevant legislation;
  - b. the [Recruitment, Selection and Appointment Procedure](#) and [Background Checks and Conditions of Employment Procedure](#);
  - c. the [Diversity, Equity and Inclusive Behaviours Policy](#); and
  - d. other relevant policies and procedures as referred to in this Policy and/or as applicable.
- (7) Casual appointments are to be made in accordance with clause 20 of the [Enterprise Agreement](#) and the Casual Appointment guide.
- (8) Research Contingent-Funded Employment will be in accordance with clause 17 of the Enterprise Agreement.
- (9) Trainees and apprentices are to be engaged in accordance with the Enterprise Agreement and the relevant procedure.
- (10) Academic Title holder appointments and other unpaid arrangements will be made in accordance with the Policy and procedures relevant to such arrangements.

## Section 2 - Principles and Key Requirements

(11) The following principles underpin all recruitment, selection and appointment activities at UQ:

- a. UQ will select high quality staff who:
  - i. fulfil the requirements of the advertised role; and
  - ii. can contribute to UQ's wider strategic objectives; and
  - iii. reflect the diversity of the UQ community.
- b. Recruitment, selection and appointment activities and processes will:
  - i. align with UQ's strategic goals for diversity and inclusion;
  - ii. comply with relevant industrial instruments, the [Staff Code of Conduct Policy](#), the [Conflict of Interest Policy](#) and associated procedures, and [UQ values](#);
  - iii. be objective and unbiased;
  - iv. demonstrate fairness and transparency at all stages;
  - v. be timely and ensure a positive applicant experience at all stages of the process;
  - vi. be appropriately tailored to each position, including undertaking relevant background checks; and
  - vii. respect confidentiality of all documents and discussions relating to individual applicants.

## Section 3 - Roles, Responsibilities and Accountabilities

(12) Effective recruitment, selection and appointment processes are facilitated via clear roles and responsibilities of all parties involved as detailed below:

Role	Actions
Authorised Officer	<ul style="list-style-type: none"><li>• Ensure an appointment complies with this Policy and the relevant recruitment, selection and appointment procedures.</li></ul>
Hiring Manager	<ul style="list-style-type: none"><li>• Assess the need to replace a vacating position or create a new position in line with operational requirements and future workforce plans for the Organisational Unit.</li><li>• Secure budget approval by the relevant Authorised Officer before proceeding with a recruitment, selection or appointment process.</li><li>• Partner with Human Resources Division in relation to workforce planning and the recruitment process in accordance with this Policy and related procedures.</li></ul>
Selection Committee Chair	<ul style="list-style-type: none"><li>• Complete the recruitment, selection and appointment process in accordance with this Policy and related procedures.</li><li>• Appropriately manage and resolve any conflicts of interest.</li><li>• Respect confidentiality of all documents and discussions relating to individual applicants.</li><li>• Partner with Human Resources Division through the recruitment, selection and appointment process as required.</li></ul>
Selection Committee Members	<ul style="list-style-type: none"><li>• Actively participate in a recruitment, selection and appointment process.</li><li>• Declare and appropriately manage conflicts of interest where applicable.</li><li>• Respect confidentiality of all documents and discussions relating to individual applicants.</li></ul>

Role	Actions
Human Resources Division	<ul style="list-style-type: none"> <li>• Partner with Organisational Units in relation to workforce planning and the recruitment process in accordance with this Policy and related procedures.</li> <li>• Provide professional advice and support, in accordance with this Policy and related procedures.</li> <li>• Respect confidentiality of all documents and discussions relating to individual applicants.</li> </ul>

## Section 4 - Monitoring, Review and Assurance

(13) The Chief Human Resources Officer is responsible for monitoring, reviewing and providing assurance on the effectiveness of this Policy.

## Section 5 - Recording and Reporting

(14) The Human Resources Division is responsible for retaining records of recruitment, selection and appointment in accordance with the [Information Management Policy](#) and the [Privacy Management Policy](#).

(15) Recording and reporting for recruitment, selection and appointment are completed in accordance with legislative and UQ requirements.

## Section 6 - Appendix

### Definitions

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the <a href="#">Human Resources Sub-delegations Schedules</a> .
Enterprise Agreement	The <a href="#">University of Queensland Enterprise Agreement 2021-2026</a> , or as amended or replaced.
Hiring Manager	The manager responsible for filling a vacant position.
Selection Committee	A panel of academic and/or professional staff members (and external expertise if required) convened to assess and recommend the best applicant to fill a position to meet strategic objectives and/or operational requirements of UQ.
Selection Committee Chair	Member of the selection committee who has the overall responsibility for the selection process. The Chair may also be the Hiring Manager.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	23rd September 2021
<b>Review Date</b>	23rd September 2026
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	23rd September 2021
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Phil Vaughan Chief Human Resources Officer
<b>Enquiries Contact</b>	Human Resources Division