



# Recruitment and Selection Policy and Procedure

## Purpose

Victorian School of Commerce (VSC) is committed to the recruitment, selection, appointment and retention of appropriately qualified staff and employees from diverse backgrounds who are aligned with its values and culture and who will work with VSC to achieve its strategic goals and objectives and continuous improvement. VSC ensures that according to the *Recruitment and Selection Policy and Procedure* the most qualified and suitable candidates are appointed based on merit and free from discrimination and bias.

The policy will ensure that VSC meets all regulatory and legislative obligations, including the *Higher Education Standards Framework (Threshold Standards) 2021*, and the Victorian Education Department's *Best Practice Guide Recruitment and Selection (2020)*.

## Scope

The policy relates to all those personnel at VSC who are responsible for recruitment, selection and appointment of Staff, and/or involved in the decision-making process for prospective employees, continuous and fixed term positions, part time, sessional or casual.

## Policy

This policy demonstrates VSC's commitment to the recruitment and selection of staff in a fair, and equitable appointment process that supports VSC's strategy of excellence in staff and operations. The recruitment and selection of academic staff will be based on their qualifications and experiences in the higher education sector.

This applies to the recruitment of the best professional and academic staff, and by providing clear and effective recruitment and selection guidelines.

**Equal Opportunity** – VSC promotes and ensures its process are fair and transparent and provides equal opportunity for all applicants. This is in compliance with the *Australian Equal Employment Opportunity Legislation*. All aspects of recruitment and selection are based on merit, rather than on personal attributes.

Equal Opportunity also makes provisions for applicants with a disability or medical condition and VSC will make all reasonable adjustments for qualified applicants who are appointed to enable them to work in healthy and safe environments (e.g., Workstation adjustments, specialised software such as Dragon Speaking Naturally, and whatever is appropriate and feasible).

**Aboriginal and Torres Strait Islander Employment** – VSC recognises and values Australian Indigenous knowledge and acknowledges the skills and experience that Indigenous people bring to the Institute. In particular, VSC acknowledges the Wurundjeri people of the Kulin nation, who are the traditional owners of the land where VSC's campus is situated. VSC encourages applications from qualified Indigenous Australians for any position that is advertised.

**Confidentiality and Privacy** – all recruitment, selection and appointment activities will be conducted with due regard to privacy and confidentiality of information and individuals. Any breaches of confidentiality or privacy will be addressed according to breaches of the *Code of Conduct*.

**Conflict of Interest** – In compliance with the *Conflict of Interest Policy*, any person who has had a close personal relationship, or who has had any other no-work related interest, will not take part in the selection panels or in any of the processes of appointment.



## Procedures

### Recruitment and Selection of Academic Staff

Procedures for Staff recruitment and selection must ensure that the level and type of staffing meets the requirements of the *Higher Education Standards Framework (Threshold Standards) 2021*

The Dean will assess the relevance of the academic staff teaching qualifications to ensure:

- The level and extent of academic oversight of the course needed to lead student in intellectual inquiry suited to the nature and level of expected learning outcomes (HESF 3.2.2)
- The Staff are equipped for their roles, including having knowledge of contemporary developments in their discipline, informed by continuing scholarship; skills in contemporary teaching and the academic qualification in a relevant discipline at least one level higher than is awarded for the course of study (HESF 3.3.3)
- Requirements for supervision of teaching staff who are involved with specialised or limited components of a course (HESF 3.2.4)

### Review of Position Descriptions and Classifications and Processes

A Position Description will be used to define and advertise the role that will include the job title, department, reporting relationships, duties and responsibilities, essential selection criteria, remuneration and required qualifications. The Selection Panel will review the position description and ensure that it is current and accurate. The level of remuneration attached to the position, required skills, knowledge and behavior qualifications, should also be reviewed. Employment terms, contract period and expectations, such as commitment to professional development, are required. Selection criteria needs to be listed and are there additional checks required such as Police Clearance or residency status.

### Recruitment Processes

When establishing recruitment processes the CEO, the Dean, or other relevant persons must consider the essential criteria for the job. In addition, the following information must be established:

- Position (classification or level applicable)
- How and where to apply
- Due date for application
- Key selection criteria
- Salary or award details
- Relocation arrangements (where applicable)
- Contact person details

Expected steps, responsibilities, timelines, interviews, assessments and selection are also part of the process. A Selection Panel needs to be established by the Dean.

### Essential Selection Criteria for Higher Education Academics

All candidates seeking must have an appropriate level of qualification in the relevant discipline. They are also required to have a qualification at least one level higher than the levels they are



teaching (AQF), or appropriately mapped, and have current knowledge and or/professional practice within the discipline they are teaching.

## Enquiries and Applications

The job **advertisement** should be written in clear, non-discriminatory language and must contain:

- Title of the job
- List of duties and key results areas
- Essential selection criteria and indicate that applicants must address all criteria
- Specify the information that is to be included (resume, academic record, licence, etc)
- Where/How to obtain information and application forms
- The name of the contact person
- Closing dates for applications

The advertisement should also state that VSC is an equal opportunity employer and that Aboriginal and Torres Strait Islander peoples are encouraged to apply.

## Assessment and Selection

The Dean will appoint a Selection Panel or may delegate this task to *the Learning and Teaching Committee*. The Selection Panel will:

- Meet within five business days after the closing date for the application
- Use the selection criteria to assess and agree on a shortlist for the interview
- Agree on the criteria for the interview such as presentations, tasks prior to the interviewing, contacting referees
- Advise interviewees of details
- Manage processes and maintain confidentiality of interviewee information
- Manage interview schedule to allow adequate time for interviews
- Assess individual interviewees after each interview
- Assess and agree on whether further interviews are required and/or the preferred candidate on completion

After feedback the Chair or nominee of the chair will nominate a Selection panel member to:

- Complete checks on a minimum of two referees
- Check current police clearance (criminal clearance and working with children) and residency status (if required)
- Check certified copies of qualifications and relevant documents
- Complete a written recommendation to the Dean/CEO outlining the reasons for the preferred candidate

## Interviews

Interviews will be conducted by an interview panel of at least 2 members. At least one member of the interview panel must have detailed knowledge of the requirements of the job.

VSC's interview process will include two of the following three approaches:

- Structured pre-determined open questions with the flexibility to ask additional questions
- Experiential techniques, such as role plays or presentations



- Skills and knowledge assessments

Interview notes must be taken by the interview panel to ensure that the panel makes an informed decision based on the interview. The notes must relate to how each candidate demonstrates their knowledge, skills, experience and abilities in relation to the job description.

Human Resources will keep records of all interview notes taken, application forms, curriculum vitae, references, qualifications, etc.

### **Job Offer and Unsuccessful Candidates**

When the Candidate has been approved by the CEO/Dean, a verbal offer of appointment can be made to the approved candidate and an offer to meet face to face for a further discussion. A written offer and contract are forwarded simultaneously.

The contract will clearly outline the position, conditions of employment, probation period, salary, superannuation, confidentiality conditions, duration (for short term contracts) and any other agreed terms.

After receiving confirmation from the candidate that the written offer has been accepted, unsuccessful interviewees will be contacted and feedback on their application will be provided if requested.

### **Induction and Commencement**

The Dean will advise the CEO that the offered contract has been signed, the agreed start date and any induction of probation provisions.

The CEO/Dean will prepare for the commencement of the new staff member and ensure that all records have been filed in accordance with VSC's *Records and Information Management Policy* and that an appropriate Induction takes place when the staff member commences with VSC.

### **Recruitment and Selection of Non-Academic Staff**

VSC recruits non-academic staff for various roles. Each position will be assessed against the required selection criteria. Further details can be found in the Workforce Plan.

In general, VSC will apply the principles detailed in this policy to the recruitment of all staff, whether academic, administrative or executive. This includes Board Appointments.



## Related policy instruments

*Aboriginal and Torres Strait Islander Peoples Policy*

*Bullying, Discrimination and Harassment Prevention Policy*

*Code of Conduct*

*Conflict of Interest Policy*

*Delegations Policy*

*Equity and Diversity Policy*

*Facilities, Resources and Infrastructure Policy*

*Health and Safety Policy (Staff and Students)*

*Privacy Policy*

*Records and Information Management Policy*

## Related documents and legislation

*Best Practice Guide Recruitment and Selection (Victoria State Government Education and Training – Human resources) 2020*

*Charter of Human Rights and Responsibilities Act 2006*

*Commonwealth Aboriginal Employment and Development Policy*

*Disability Discrimination Act (CWealth) 1002*

*Equal Opportunity Act 2010*

*Fair Work Act 2009*

*Health Records Act 2001*

*Higher Education Standards Framework (Threshold Standards) 2021 Occupational Health and Safety Act 2004 and Regulations made under the Act*

*Racial and Religious Tolerance Act 2001*

*Sex Discrimination Act (1984)*

*Workplace Relations Act 1996*

## Administration

### Revision History

Version	Approval date	Approval body	Review date
0.1	13/05/2019	Board of Directors	
0.2	26/06/2020	Academic Board	
0.3	11 /08/2020	Board of Directors	
0.4	01 /09/2020	Board of Directors	
1.0	02/06/2021 18/06/2021	Academic Board Board of Directors	30/06/2022