Recruitment and Selection Policy

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to attracting, recruiting, retaining and supporting a high performing and diverse workforce to enable the achievement of its strategic, organisational and workforce planning requirements.

Section 2 - Purpose

(2) This policy outlines the requirements and principles to ensure employee recruitment and selection practices are consistent, merit-based, fair, in accordance with the University's needs and conform with regulatory requirements.

(3) This policy should be read in conjunction with the People and Culture Recruitment Process, the First Nations Workforce Policy, and the Equity, Diversity and Inclusion Policy.

Section 3 - Scope

(4) This policy applies to the recruitment and selection for all ongoing, fixed-term and internal secondment vacancies within CDU.

(5) This policy does not cover the recruitment and selection of casual employees.

Section 4 - Policy

(6) CDU seeks to ensure that its recruitment, selection and appointment processes:

a. enhance the University's reputation, attract quality candidates who share the University's values, and are conducted in a way that showcase CDU as an employer of choice;
b. support the increased appointment, engagement, development and retention of First Nations people at the University in accordance with the University's First Nations Workforce Policy;
c. are guided by the principles of equal employment opportunity and fairness to ensure that the most capable candidates are selected based on merit. CDU always takes direct action to ensure there is no unlawful discrimination, directly or indirectly, on the basis of protected personal attributes such as
    i. Sex.
    ii. Gender.
    iii. Sexual orientation.
    iv. Marital status.
    v. Pregnancy or potential pregnancy.
    vi. Cultural background.
    vii. Religious or political beliefs.
    viii. Carer status.

ix. Age.
x. Disability.
xi. Any other attribute that is protected under anti-discrimination laws.

d. demonstrate fairness, equity, inclusivity and transparency at all stages;
e. achieve a balance between developing, retaining and recognising current employees and attracting external talent to bring new capabilities to the University's workforce;
f. adhere to University governing documents, relevant legislation and other statutory obligations; and
g. adhere to set timeframes and ensure a positive applicant experience at all stages.

Academic qualifications

(7) When recruiting to academic positions, applicants must be appropriately qualified in line with the Higher Education Standards Framework (Threshold Standards) 2021 or the Standards for Registered Training Organisations (RTOs) 2015, as applicable.

a. The Vice-Chancellor may approve a relaxation of these provisions where the position relates to First Nations knowledges and scholarship. Applicants must demonstrate that their knowledge and experience is equivalent to the qualification required by the Higher Education Standards Framework (Threshold Standards) 2021 or the Standards for Registered Training Organisations (RTOs) 2015, as applicable.

Higher education academics

(8) Employees with responsibility for academic oversight, teaching and/or supervisory roles in higher education units and courses must have:

a. knowledge of contemporary developments in the discipline/field, which is informed by continuing scholarship, researches or advances in practice.
b. skills in contemporary teaching, learning and assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular student cohorts.
c. a qualification in a relevant discipline of at least one level higher than is awarded for the course of study they are delivering, excluding employees supervising doctoral degrees having a doctoral degree or equivalent experience; and/or
d. equivalent relevant academic or professional/practice based experience and expertise.

(9) Academics who deliver specialised components of a course or study who may not yet meet the standard for knowledge, skills and qualification, may have their learning delivery supervised and guided by employees who meet the standard.

Vocational Education and Training (VET) trainers and assessors

(10) Employees who deliver training and assessment in VET units and courses must have:

a. vocational competencies at least to the level being delivered and assessed;
b. current industry skills directly relevant to the training and assessment being provided;
c. current knowledge and skills in vocational training and learning that informs their training and assessment; and
d. the training and assessment credential specified in Item 2 or Item 3 of Schedule 1 of the Standards for Registered Training Organisations (RTOs) 2015.

(11) Employees who conduct assessments only, and do not deliver training, in VET units and courses must have:

a. vocational competencies at least to the level being delivered and assessed;
b. current industry skills directly relevant to the training and assessment being provided;
c. current knowledge and skills in vocational training and learning that informs their training and assessment; and
d. the training and assessment credential specified in Item 2, or Item 3, or Item 5 of Schedule 1 of the Standards for Registered Training Organisations (RTOs) 2015.

(12) Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor who remains responsible for the assessment judgement.

(13) Employees who deliver training and assessment under the supervision of a trainer and who do not determine assessment outcomes in VET units and courses must have:

a. the training and assessment credential specified in Item 6 of Schedule 1 of the Standards for Registered Training Organisations (RTOs) 2015.
b. has vocational competencies at least to the level being delivered and assessed.
c. has current industry skills directly relevant to the training and assessment being provided; and
d. must have an approved supervision plan in place until the training and assessment schedule is obtained.

Affirmative Action Priority Recruitment

(14) The University has embedded Affirmative Action Priority Recruitment (Affirmative Action) measures to strengthen the recruitment and retention levels of Aboriginal and Torres Strait Islander applicants.

(15) Each vacancy will be assessed by the hiring manager as to when Affirmative Action is to be applied; it is not mandatorily applied to all University vacancies.

(16) Hiring Managers and selection panels are to follow the process as outlined in the Affirmative Action Priority Recruitment Guide.

Selection panels

(17) In most cases, the selection panel Chair will be the hiring manager of the vacancy. In some instances, it may be appropriate for an alternative Chair to be appointed at the discretion of the relevant Senior Executive Team member.

(18) The selection panel will be objective, impartial and always ensure equity and confidentiality of the recruitment and selection process.

(19) It is the responsibility of the selection panel Chair to ensure all panel members have read, understood and comply with this policy and procedure and all associated material whilst adhering to due process.

(20) Selection panels will be composed of a minimum of two (2) and maximum five (5) members. While it is understood that at times it may be difficult to fulfil all aspects of diversity for each selection panel, consideration should be given to:

a. Members who have relevant experience or knowledge of the area of appointment.
b. A diverse representation of gender.
c. Representation of people from diverse backgrounds.
d. At least one (1) panel member must be external to the work unit; and
e. If the position is identified to be filled only by a First Nations person, it is mandatory to have an Aboriginal or Torres Strait Islander representative on the panel.

(21) All panel members must be involved in shortlisting all candidates.

Candidate assessment principles

(22) The selection process must be merit-based and only consider the candidate's submitted application and interview responses, including qualifications, experience, referee reports, and any other information required to assess the suitability of applicants (i.e. mandatory medical assessments etc) in line with the official CDU recruitment process (internal use only).

(23) Where required, panels should seek the input of referees for the purpose of assisting the panel to gain a well-rounded understanding of the applicants suitability to fill the role.

a. Panels should structure their conversation with referees around what they need to learn about an individual applicant to best inform their selection decisions. The questions being asked of the referees do not need to be identical.
b. In instances of a referees feedback being unfavourable and adversely affecting the potential outcome for an applicant, the principles of natural justice must be applied, and the applicant be allowed opportunity to respond.

(24) Interviews should be structured to enhance the panel's understanding of the applicant's scope of capabilities, experience and potential, and by no means will be identical for each applicant.

Conflicts of interest

(25) A conflict of interest (COI) occurs when the private interests of a member of the University community may influence, compromise or conflict with the conduct of that member of the University community in relation to their activities at the University. For example, this may arise when a panel member has a personal relationship with a candidate, or a private interest in the outcome of the selection panel.

(26) All panel members must discuss any actual, potential, and perceived COI's as a group prior to any shortlisting process. When a panel member has an actual, potential or perceived COI in relation to any candidate, it must be declared immediately, and managed in line with the Conflicts of Interest Policy and Conflicts of Interest Procedure, and the plan to manage the COI must align with the Conflicts of Interest Management Plan Minimum Requirements (the Management Plan)(internal use only).

Record keeping

(27) People and Culture keep records for the successful candidate once their appointment is finalised, including:

a. selection documentation;
b. certified qualifications; and
c. application and referee reports.

(28) It is mandatory that certified copies of relevant qualifications of successful applicants are retained on the selection and personnel file within People and Culture. These documents are to be obtained prior to an offer of employment being made.

(29) These records will be maintained for a sufficient period of time to comply with relevant legislation and reporting processes, such as those required by the Australian Government for recording gender designation and the Workplace Gender Equality Agency.

Section 5 - Non-Compliance

(30) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2022 and the Code of Conduct – Students.

(31) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(32) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

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Responsible Executive	Fiona Coulson Vice-Chancellor
Implementation Officer	Peta Preo Director People and Culture
Enquiries Contact	Peta Preo Director People and Culture People and Culture