



## STAFF RECRUITMENT AND SELECTION POLICY

<b>Approval Authority</b>	Council	<b>Approval Date of Last Revision</b>	16 Dec 2021
<b>Approval Date</b>	23 Feb 2018	<b>Effective Date of Last Revision</b>	16 Dec 2021
<b>Effective Date</b>	23 Feb 2018	<b>Review Date*</b>	30 Nov 2025
<b>Document No</b>	PLO14	<b>Version</b>	2
<b>Parent Policy</b>			
<b>Policy Category</b>	Operational		
<b>Governing Authority</b>			
<b>Responsible Officer</b>	General Manager		
<b>Related Documents</b>	Staff Recruitment and Selection Procedure Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011) Education Services for Overseas Students Act 2000 (ESOS Act) Higher Education Industry – Academic Staff – Award 2010 Higher Education Industry – General Staff – Award 2010		

\* Unless otherwise indicated, this Policy will still apply beyond the review date.

### Document Control

Version #	Date	Key changes
1.0	23/02/2018	Approved by Council
1.0a	30/05/2019	Format updated; reviewed; added HEI Awards to related documents
1.0b	21/05/2020	Reviewed; Council approved separation into Policy and Procedure due 23/2/2021
2.0	16/12/2021	Removal of procedural clauses to move into a separate Procedure document

## **1. PURPOSE**

1.1 The Staff Recruitment and Selection Policy outlines Adelaide Institute of Higher Education's (AIHE's) responsibility and approach in staff recruitment and selection.

## **2. SCOPE**

2.1 The Staff Recruitment and Selection Policy applies to all staff employed or contracted by AIHE.

2.2 Staff includes permanent, full-time and part-time, casual and contract staff, but excludes consultants.

2.3 This policy does not apply to visiting teaching appointments or to the engagement of independent contractors.

## **3. POLICY STATEMENT**

3.1 This Policy is intended to operate in conjunction with related AIHE staffing procedures.

3.2 The Staff Recruitment and Selection Policy aims to ensure that:

- staffing is sufficient to meet the educational, academic support and administrative needs of students;
- academic staffing provides the level and extent of academic leadership, oversight and teaching capacity needed; and
- academic staff satisfy requirements of contemporary knowledge, teaching skills, relevant qualifications and ongoing scholarship.

3.3 AIHE's approach to staff recruitment and selection includes:

- fairness in recruitment, assessment and selection, ensuring consistency with equal opportunity principles;
- compliance with legislative requirements and obligations;
- transparency while meeting confidentiality criteria;
- timeliness and efficiency; and
- workforce planning with clear roles and responsibilities to meet needs analysis and budget.

## **4. WORKFORCE PLAN**

4.1 AIHE's Workforce Plan is approved by Council and reviewed annually. The Plan will align with AIHE's strategic and operational planning and inform the annual financial budgets which will include staffing requirements in line with student enrolment projections.

## **5. RESPONSIBILITIES**

5.1 Council is responsible for the approval of AIHE's Workforce Plan, Business Plan and Financial Budget.

5.2 The General Manager is responsible for the appointment of all AIHE staff, including permanent, part-time, casual and contract staff, and consultants in line with staff requirements and expenses approved in the Financial Budget.

5.3 The General Manager is responsible for ensuring that the level and type of staffing for AIHE's courses of study meet the requirements of the Higher Education Standards Framework (HESF) 2021.

5.4 The Head of School has delegated authority to appoint academic staff within the approved budget allocated for Academic staff. Budget allocation for academic staff must be approved by the General Manager.

5.5 The Head of School is responsible for ensuring the relevance and adequacy of academic staff teaching qualifications and skills.

## **6. DEFINITIONS**

6.1 See the AIHE Glossary of Terms for definitions.