THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Policy:

Recruitment and Selection

Effective: 26 March 2025

Audience: Staff

Policy Category: Management
Policy Sub-category: Human Resources

Key words:	recruitment, selection, appointment
Policy Owner:	Chief People Officer
Responsible Officer:	Director, People Services
Review Date:	March 2028

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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament.

The Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values; and

(b) the provision of an excellent standard of -

i. teaching, scholarship and research;
ii. training for the professions; and
iii. pastoral care for its students.

2 PURPOSE

2.1 This Policy facilitates the recruitment, selection and appointment of appropriately skilled and qualified staff who are committed to delivering the University's strategic goals and are aligned to the Objects of Notre Dame as a Catholic University.

3 SCOPE

3.1 This Policy applies to all continuing, fixed-term, casual and sessional appointments. It also applies to internal secondment of senior, academic and professional employees at the University. This Policy should be read in conjunction with the *Procedure: Recruitment and Selection*.

3.2 This Policy does not apply to the recruitment of the position of Vice Chancellor, whose appointment is subject to the provisions of Statute 17.1.

4 PRINCIPLES

4.1 The University is committed to the recruitment and selection of staff based on the principles of merit-based selection and equal employment opportunity.

4.2 The recruitment and selection process will support ethical, fair and impartial decisions, should be free from conflicts of interest, and characterised by appropriate confidentiality and respect for the privacy of an applicant's personal information.

4.3 Merit-based selection

4.3.1 Merit-based selection requires the comparative assessment of applicants' capacity to perform the inherent requirements of the position, as described in the position description and selection criteria.

4.3.2 In determining the applicant with the greatest merit for appointment to a position, the following factors are considered:

4.3.2.1 the nature of the duties of the position, and

4.3.2.2 the abilities, qualifications, experience, standard of work performance and capabilities that are relevant to the performance of those duties.

4.4 Inherent requirements

4.4.1 The inherent requirements of a position are to be recorded in the position description prior to the commencement of recruitment.

4.4.2 An inherent requirement common to all positions is support for the Objects of Notre Dame as a Catholic university.

4.4.3 The inherent requirements of some positions may require applicants to provide verified evidence of relevant qualifications, licences, registrations, checks and completion of additional assessments or checks to demonstrate their capacity to perform the position and meet legislative requirements.

4.5 Equal employment opportunity

4.5.1 Recruitment and selection will be guided by the principles of equal employment opportunity in order to:

4.5.1.1 ensure the most capable person is selected for a position based on merit

4.5.1.2 ensure that the process is free from unlawful discrimination based on:

a) a person's race (including colour, nationality, ethnicity and ethnic origin),

b) sex (including pregnancy and breastfeeding),

c) gender history, sexual orientation, age, disability, marital status, family or carer's responsibilities, religious and political conviction, and

4.5.1.3 create sustainable employment opportunities for people in equity target groups (which may include implementing special measures, such as targeted recruitment programs).

4.6 Right to work in Australia

4.6.1 All appointees must have the Right to Work in Australia in accordance with the requirements of the Department of Home Affairs.

4.6.2 Applicants who do not have the Right to Work in Australia will not normally be considered for appointment. People and Culture will only consider requests to sponsor an applicant on a temporary or permanent visa in limited circumstances where:

4.6.2.1 there are not appointable applicants who have the Right to Work in Australia

4.6.2.2 the associated costs and visa processing times are acceptable when assessed against the potential benefits of the appointment, and

4.6.2.3 the associated obligations of the Department of Home Affairs are acceptable to the University.

4.7 Conflict of interest

4.7.1 Selection committee members and employees engaged in recruitment and selection processes must avoid situations where there is potential for an actual or perceived conflicts of interest with any applicant.

4.7.2 If such a situation becomes apparent after the applications are received, the selection committee member must immediately disclose any conflict of interest to the selection committee chair (or in the case of the selection committee chair requiring to disclose a conflict of interest, disclosure should be made to People and Culture).

4.7.3 The chair will advise People and Culture of the action proposed to be taken, which may include recommending the selection committee member be withdrawn from the committee.

4.8 Confidentiality and privacy

4.8.1 All persons involved in recruitment and selection processes are required to conduct themselves in a professional manner and maintain confidentiality of the selection process to ensure individual's personal information and rights to privacy are protected.

4.8.2 The selection committee chair is responsible for ensuring that all selection committee members and any other employees involved in the recruitment process are aware of these responsibilities.

4.8.3 Applications and referee reports must be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the selection committee meetings.

4.9 Method of appointment

4.9.1 All continuing and fixed-term positions greater than 12 months will normally be advertised both internally and externally.

4.9.2 If it can be demonstrated that there is a suitable candidate pool with relevant skills and experience within the University, a case may be made for the position to be advertised internally only.

4.9.3 All fixed-term, casual and sessional appointments of 12 months or less may be advertised externally, internally only or by direct appointment using the processes outlined in this Policy as guidance for conducting recruitment, selection and appointment.

4.9.4 The University reserves the right to offer an appointment by invitation or to make a direct appointment to a position where the appointment will meet the strategic requirements of the University. These appointments are normally limited to the following cases:

4.9.4.1 Renewal of fixed-term appointments where the position has been previously advertised externally and the appointment was previously for 12 months or greater.

4.9.4.2 A person is named on a grant-funded position.

4.9.4.3 Conversion of fixed-term, casual, and sessional employees, as per *The University of Notre Dame Australia Enterprise Agreement 2022-2026*, as amended.

4.9.4.4 Redeployment of an employee where their position has been made redundant.

4.9.4.5 Other exceptional circumstances in which the relevant delegated officer waives the requirement to advertise a vacant position.

4.9.5 The engagement of a recruitment or executive search agency to assist with the recruitment of positions will be facilitated by People and Culture and must be authorised by the officer with the appropriate delegated authority.

4.9.6 The University reserves the right to make no appointment to positions that have been advertised.

4.10 Approvals

4.10.1 The officers with a delegated authority to approve recruitment action and appointment of staff are outlined in the People and Culture Delegations within the University's *Standing Delegations of Authority*.

5 ROLES AND RESPONSIBILITIES

5.1 **Hiring manager** is responsible for ensuring the recruitment and selection process is undertaken in accordance with the recruitment and selection Policy and Procedure.

5.2 **Chair of the selection committee (chair)**, who is normally the hiring manager, leads the selection committee and is responsible for coordinating the recruitment and selection process, ensuring all aspects are undertaken in accordance with the principles of equal employment opportunity, merit-based selection and the recruitment and selection Policy and Procedure.

5.3 **Members of the selection committee** are responsible for assessing the merit of applications based on the selection criteria and recommending the most suitable applicant for appointment, in accordance with recruitment and selection Policy and Procedure.

5.4 **People and Culture** is responsible for providing best practice advice at each stage of the recruitment and selection process to the hiring manager, chair and members of the selection committee.

6 RELATED DOCUMENTS

University

6.1 *Procedure: Recruitment and Selection*
6.2 *Employee Code of Conduct and Ethical Behaviour:*
6.3 *Policy: Standing Delegations of Authority* and supporting Delegation Schedules
6.4 *Policy: Privacy*
6.5 *Policy: Protecting Children*
6.6 *Procedure: Qualification Equivalence Assessment*
6.7 *Strategy: Aboriginal and Torres Strait Islander Employment Strategy*
6.8 *The University of Notre Dame Australia Enterprise Agreement 2022-2026*

Legislation

6.9 *Anti-Discrimination Act 1977 (NSW)*
6.10 *Equal Opportunity Act 1984 (WA)*
6.11 *Equal Opportunity Act 2010 (Vic)*
6.12 *Sex Discrimination Act 1984 (Cth)*
6.13 *Racial Discrimination Act 1975 (Cth)*
6.14 *Disability Discrimination Act 1992 (Cth)*
6.15 *Age Discrimination Act 2004 (Cth)*
6.16 *Australian Human Rights Commission Act 1986 (Cth)*
6.17 *Fair Work Act 2009 (Cth)*

7 DEFINITIONS

For the purpose of this Policy, the following definitions apply*:*

7.1 ***Conflicts of interest*** means situations where a person's private arrangements, benefits, interests (whether pecuniary or otherwise), personal circumstances or personal or family relationships could, or could be perceived to, impinge on a person's ability to act impartially.

7.2 ***Equity target groups*** are groups impacted by historic and ongoing disadvantage, which are under-represented in employment at the University; and includes Indigenous Australians, people with disability, people of cultural, racial and ethnic minority groups, and women in areas of under-representation.

7.3 ***Inherent requirements*** means the essential features or defining characteristics of a position that must be achieved as part of a job. They are the tasks or skills that are a major part of the position; and cannot be allocated elsewhere or done in a different way and have significant consequences if not performed*.*

Position descriptions describe the inherent requirements of the position to be performed. Selection criteria describe the qualifications, skills, knowledge and experience required to perform the inherence requirements of a position. Therefore selection criteria form the basis of assessment of an applicant's capability to perform the inherent requirements of the position.

7.4 ***Right to Work in Australia*** means the legal requirement to have Australian citizenship or be a permanent resident of Australia or New Zealand or to have a valid visa that provides work rights.

7.5 ***Selection committee chair*** means the person who leads the committee and ensures the committee is conducted in a professional matter, in line with the recruitment and selection Policy and Procedure. The selection committee chair involves all members and ensures that members are encouraged and engaged to effectively participate.

7.6 ***Selection committee member*** means the persons selected to participate in the shortlisting, interview and selection of applications in a recruitment process.

Version	Date of approval	Approved by	Amendment
1	27 October 2020	Vice Chancellor, following endorsement by Senior Management Group, 25 September: Resolution 21/20	Effective date – new Policy.
2	26 March 2025	Chief People Officer	Minor amendments to align with Enterprise Agreement and current organisational structure.