

Recruitment Policy

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1. Purpose

To provide the University with the flexibility to attract and appoint the best available talent, while adhering to the principles of merit, fairness, equal opportunity and transparency.

2. Scope

- a. This policy applies to all continuing, fixed-term, casual and sessional employee appointments at the University.
- b. This policy does not apply to:
 - i. adjunct or visiting teaching appointments (unless otherwise engaged as employees), or
 - ii. the engagement of independent contractors.

3. Policy statement

3.1. Key principles

- a. Flinders University is committed to implementing appropriate sourcing strategies to attract sufficient and diverse applications to ensure the recruitment of the most suitable applicant taking into account the experience, qualifications, behaviours, values, capabilities for a role and to meet current and future workforce requirements.
- b. Flinders will provide internal and external candidates with a positive experience, regardless of whether they are successful with their application.
- c. Flinders will select and appoint staff based on merit and in accordance with the principles of this policy, the supporting procedures, the requirements of any relevant legislation and the prevailing industrial agreement.
- d. Recruitment processes will be open and subject to appropriate scrutiny and review, having regard to the confidentiality rights of applicants and the University.

3.2. Equal Opportunity, Equity and Diversity

- a. Flinders supports diversity and inclusion in employment. It is committed to providing a workplace where all people have the opportunity to be included and to succeed. These values are reflected in recruitment and selection practices.
- b. Staff participating in selection decisions and processes will ensure that they:
 - i. do not unlawfully discriminate in selection based on any protected characteristic as outlined in the [Equal Opportunity Policy](#) and applicable law, and
 - ii. make efforts to identify and address any areas of bias they may possess.
- c. Flinders will implement sourcing strategies to increase the diversity of its workforce through recruitment and selection practices, including, but not limited to:
 - i. pursuing gender balance at all levels, in particular for positions at higher levels
 - ii. encouraging applications for employment from people of Aboriginal and/or Torres Strait Islander descent
 - iii. encouraging applications for employment from people with a disability.
- d. Reasonable adjustments will be made to provide a positive, barrier-free recruitment process for applicants with particular access needs in accordance with the [Disability Policy](#).
- e. Flinders may, at its discretion and in accordance with applicable law, target or limit positions or recruitment at specific cohorts or groups.

3.3. Approving a new or vacant position

Approval must be obtained to establish or continue a vacant position, and to recruit to that position, as follows:

- a. In accordance with the [Organisational Structure Policy](#):
 - i. Council will approve the recruitment and appointment of the Vice-Chancellor
 - ii. the Vice-Chancellor will approve the establishment, recruitment and appointment of senior executive positions reporting to the Vice-Chancellor.
- b. All other staff vacancies will be approved in accordance with the [Recruitment Procedures](#).

3.4. Recruitment

- a. Recruitment activities must occur in accordance with the [Recruitment Procedures](#).
- b. The Vice-Chancellor or Vice-President (Corporate Services) may at any time establish additional, temporary recruitment controls to those specified in the Recruitment Procedures to meet business needs.

4. Legislation

This policy complies with the requirements of the following legislation:

- Equal Opportunity Act 1984 (SA)
- Racial Vilification Act 1996 (SA)
- Civil Liability Act 1936 (SA)
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

- Workplace Gender Equality Act 2012
- Fair Work Act 2009

Where positions are located outside South Australia, this policy will apply to the extent that it is compliant with the relevant laws of that jurisdiction.

5. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Recruitment Procedures](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
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* Unless otherwise indicated, this procedure will still apply beyond the review date.

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