



GUIDELINES – RECRUITMENT & APPOINTMENT OF SENIOR STAFF

1. Definitions

Senior Staff means all staff who are not appointed at HEW levels 1-9 or Academic levels A-E. Senior staff may include Level E staff who are designated as senior staff by the Vice-Chancellor and President (VC & P).

Senior Staff Salary Schedule means a confidential senior salary schedule that has been approved by the University Remuneration and Nominations Committee. The schedule is held within the Office of People and Culture by the Director, HR Strategy and Services and the Manager, Payroll, Remuneration and Superannuation.

2. Position Descriptions, Salary and Establishment for Senior Staff positions

- 2.1. A position description if not previously available will be developed by the Director, HR Strategy & Services in consultation with the relevant Head of Unit.
- 2.2. Once finalised the PD will be evaluated by an approved and accredited evaluation system. Senior HR Partners are responsible for arranging this evaluation.
- 2.3. The result of the evaluation will be forwarded to the Director, HR Strategy & Services who will review the evaluation and recommend an appropriate salary according to the Senior Staff Salary Schedule.
- 2.4. All senior staff are appointed according to the confidential senior staff salary schedule.
- 2.5. The salary recommendation will be forwarded to the Vice-President (People and Advancement) for endorsement before seeking Vice-Chancellor and President approval.
- 2.6. Once Vice-Chancellor and President approval is received the position will be returned to the Senior HR Partner for establishment.
- 2.7. Once established, the position may proceed to e-Recruit (i.e. Advertise Position or Fixed Term Nomination, as applicable, in accordance with the *Recruitment and Selection Policy* or *Appointment by Invitation Policy*). Please contact your Recruitment Consultant for further advice.

3. Term of Appointment for Senior Staff

- 3.1. All senior staff will be appointed on a limited term contract unless specified otherwise by the Vice-President (People and Advancement). The term of the contract will usually be a period of 3, 4 or 5 years though a shorter term may be approved.
- 3.2. The term will be set by the Vice-President (People and Advancement) as the Employment Executive.
- 3.3. The Vice-President (People and Advancement) may confirm that existing ongoing employees appointed to a limited term senior staff contract will revert to their substantive ongoing position at the conclusion of their limited term senior appointment. If this is a condition of the appointment, it will be captured in the offer of appointment letter.
- 3.4. On rare occasions a senior appointment may be made on an ongoing basis with the approval of the Vice-President (People and Advancement).

4. Process for Senior Staff Recruitment

- 4.1. Senior Staff appointments should follow the usual process for recruitment approvals via e-Recruit and in accordance with the *Delegations (Administrative) Policy*.

Following approval of funding of the position, approval and evaluation of the Position Description and establishment of the position on Alesco, requisitions are to be submitted by the Hiring Manager into e-Recruit to:

- a. advertise the position (and/or arrange executive search) as per the *Recruitment and Selection Policy*; or
 - b. nominate a fixed term appointment as per the *Appointment by Invitation Policy*.
- 4.2. Where executive search is required, such as senior academic and professional roles, specialist or hard to fill roles, the usual approval processes as stated above also apply. For further information or assistance, please contact your Recruitment Consultant.

Please contact your partnership team for further advice.

5. Letters of Offer to Senior Staff

- 5.1. Letters of Offer for senior staff are prepared by the relevant partnership team and then must be reviewed by the Director, HR Strategy & Services prior to signature and dispatch.
- 5.2. Letters of Offer for senior staff will be signed by the Vice Chancellor, Vice-President (People and Advancement), or Director, HR Strategy & Services.

6. Advice on Superannuation and Salary Packaging for Senior Staff

- 6.1. Requests for advice on superannuation as it affects senior staff and advice on possible salary packaging options must be referred to the Manager, Payroll, Remuneration and Superannuation.

WESTERN SYDNEY UNIVERSITY



SENIOR STAFF APPOINTMENT DATA SHEET

NOTE: This form is only to be used by the Recruitment Consultant and/or Senior HR Partner in consultation with the Hiring Manager where the usual process for establishment of the position and recruitment action via e-Recruit has not occurred due to extreme or urgent circumstances.

POSITION DETAILS:

Title of Position: _____
Work Unit: _____
Period of Appointment: Fixed Term for _____ Years OR Ongoing (*requires specific DVC (CSS) approval*)
Start Date: _____ End Date: _____
Revert to substantive ongoing position? Yes / No / not applicable
Hours of Work: Full Time - 35 hours per week OR Part Time - _____ hours per week
Supervisor Name: _____
Supervisor Title: _____
Campus: _____ Cost Centre: _____
Position Establishment No.: _____
Position Description Attached (*note: PD **must** be attached*)
VC & P Approval Attached (*note: VC & P approval **must** be attached*)

REMUNERATION:

TRP: \$ _____ per annum

Special Conditions to be written into the contract:

eg Development Leave, Business Class Travel, Salary Loading, Superannuation, research assistance, etc

Condition for Official Travel (as per Policy)? Yes / No

If the provision is outside the Travel Policy, please specify:

NOMINEE'S DETAILS:

Title: Professor / Associate Professor / Dr / Mr / Mrs / Ms / Miss

Surname: _____ First Name: _____

Address: _____ Contact Phone: _____

_____ Contact Email: _____

Australian Citizen? Yes / No

Visa Sponsorship Required? Yes / No

Relocation Required? Yes / No If yes, amount as per Policy? Yes / No OR \$ _____

CV Attached (*note: CV **must** be attached*)

Qualifications Attached: *Original qualifications **must** be sighted and a certified true copy provided with this documentation.*