

STAFF RECRUITMENT REQUEST



Note: Please ensure all fields are completed and approval is obtained prior to submitting this form to your HR Business Partner.

1. POSITION DETAILS

Position Title		Division / Faculty	
Location		Organisational Unit / School	
Supervisor Title & Name		PRD Supervisor Title & Name	
Classification	Academic/HEW Level	Clinical or other loading	
Terms of Employment	Mode of Employment	Hours per fortnight or FTE fraction	Length of contract (if fixed term)
Category of Employment	Category of Fixed-term Employment	Fixed Term Contract Dates (if known)	
		Start	End

FOR ALL PROFESSIONAL, NEWSTEP AND ELICOS TEACHING APPOINTMENTS – You must provide the Span of Hours of Work in accordance with the [Enterprise Agreement](#)

Advertising Method	Potential advertising scope	Number of positions
	Regional National International	

Please note, HEW Level 5 and below and Level A Ongoing positions must be advertised internally first in line with the [Enterprise Agreement](#)

Will the appointee be required to supervise other staff? **If yes, number of positions?**
 Yes No

Do shift penalties apply for continuous shift work? Yes No No **5 weeks annual leave applicable?** Yes No
 (Continuous shift work only)

Is this position an [entrusted position](#)? Yes No

Working with Children check required? Yes No

If women are under represented in this area, would you like to target this role towards women under Section 126 of the Anti-Discrimination Act 1977 Yes No

Would you consider targeting this position under the Indigenous Employment Strategy? (If yes, please contact the [Indigenous Employment Partner](#), extension 53038) Yes No

2. POSITION PROFILE DETAILS

Is position in/out profile? In Out If out, reason position is out of profile

Position Code	Salary Cost Collector	Funds approved for length of Contract (if Grant funded)
		Yes No
Vacancy reason		Approved Super (if Grant funded)
		9.5% 17%

Details (outgoing staff name)

3. SELECTION COMMITTEE DETAILS

For advice on selection committee composition, please seek advice from your HR Business Partner, Talent Acquisition Specialist or review the [Recruitment, Selection and Appointment Procedure](#).

Checklist for Chair of Selection Committee

- Gender balance of panel is minimum of 33.3%
- Committee Members have been contacted and agreed to be included on panel
- Chair has completed [Selection Committee Training](#). Please note: It is mandatory for all Chairs to complete this training.

SELECTION COMMITTEE MEMBERS

Chair	Position Title	Ext. No
Committee Members	Position Title	Ext. No
1.		
2.		

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Committee Members	Position Title	Ext. No
3.		
4.		
5.		
6.		

External (to the University) Committee Members	Position Title	Contact Details
1.		
2.		
3.		

4. CONTACT DETAILS FOR ADVERTISEMENT

Name & email address	Position Title	Phone Number
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5. APPROVAL 1

Please obtain email approval as per [Delegation of Authority](#)

Pro Vice-Chancellor / HOS / Head of Division / Director / Grant Holder
Name

Date

Signature

6. APPROVAL 2 (IF REQUIRED)

Vice-Chancellor / Deputy Vice-Chancellor / Chief Operating Officer
Name

Date

Signature

7. NEXT STEPS

You must attach the following documents prior to emailing this form to your **Human Resources Business Partner**.

- An updated [Position Description](#) in word format (Academic or Professional staff templates are found under 'Working here/Managing and Recruiting Staff/Recruitment' Resources list)
- [Health and Hazard Assessment Questionnaire](#), Parts A + B must be completed

8. ADVERTISING

Once your documentation is finalised, your Talent Acquisition Specialist will be in contact with you to discuss your requirements.

9. DELEGATION OF AUTHORITY

Variation to the Delegation of Authority applies for roles to be advertised externally, due to the current recruitment freeze. The Vice-Chancellor must approve these requests; the requests should be directed via the relevant HR Business Partner (post obtaining the standard approvals).

Approval	Delegate	Conditions
Recruitment of an ongoing or fixed term employee	VC	Senior Executive positions Positions at or above Professor/HEW 10+ under EA Senior positions not covered by EA Within or outside approved Unit or School profile/grant
	VC, COO, DVC, PVC	Ongoing positions up to and including Associate Professor/HEW 10 under EA Only to positions within an approved Unit or School profile/grant
	CFO, CIO, DIR, GC, DD, AD, AR, UL, DOGR, DHR, HOS	Fixed term positions of 12 months or less, up to and including Associate Professor/HEW 10 under EA Only to positions within an approved Unit or School profile/grant

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