

Procedure Name	EMPLOYMENT PROCEDURE
Procedure Number	G003_PR (Governance)
Purpose	This procedure outlines the process of staff recruitment at the Whitehouse Institute of Design, Australia (Whitehouse).
Scope	This procedure applies to all current and prospective staff and contractors employed by Whitehouse across all campuses.
Procedure	<p>This procedure requires actions by the following:</p> <ul style="list-style-type: none"> • Staff in a position to recruit staff and contractors for Whitehouse • Executive Director(s) • Administration (Staff, HR and Finance). <p>Vacancies</p> <p>A position description, including a statement of duties and selection criteria must be developed or updated for any vacant position that is authorised to be filled. This enables Whitehouse to inform candidates about Whitehouse’s expectations and is the key to making an equitable selection based on merit against clearly defined requirements.</p> <p>All vacancies for ongoing positions are normally advertised however Whitehouse reserves the right to invite candidates to apply for a position without advertising. This may occur with the approval of the Executive Director where the nature of the position necessitates the appointment of a person with particular and specific skills or capabilities.</p> <p>From time to time, Whitehouse may call for Expressions of Interest to establish an eligibility list for casual, part time and full time positions. The Executive Management Committee, (EMC) will determine the eligibility list. As vacancies arise, the Executive Director(s) may exercise the right to directly appoint a candidate from the eligibility list to a vacant position or invite suitable applicants on the eligibility list to apply.</p> <p>Applications</p> <p>Whitehouse seeks to treat all candidates equitably, with respect and courtesy. This includes acknowledging receipt of job applications and advising unsuccessful candidates as soon as possible, once a short-list of candidates has been decided.</p> <p>A Selection Panel of a minimum of two members will assess applicants against established selection criteria to ensure objectivity and avoid bias in all stages of the selection process. For academic positions the Academic Director or the VET Co-ordinator will lead the selection panel and for administrative or management positions the Executive Director(s) will lead the selection panel. Applicants will be short listed according to the following criteria.</p> <p>Suitable Qualifications:</p> <ul style="list-style-type: none"> • a plus one qualification is a preferred requirement to teach in higher education (for example a Masters Degree is a preferred qualification to teach in a Bachelor Degree) • a current Vocational Certificate IV in Training and Assessment or equivalent is a minimum requirement to teach in vocational education. In addition teachers must hold a qualification in the discipline and at least the same level as that they are being considered to teach

- clearance on the relevant State Working with Children check
- a response to each key selection criteria
- relevant teaching and industry experience
- verification of qualifications submitted as part of application
- a positive Referee check
- provision of an up to date CV.

Selection

The selection process seeks to identify the best candidate on merit. The Selection Panel must ensure there is no discrimination on grounds unrelated to the requirements of the position. The Selection Panel has discretion in the relative weighting of selection criteria, the judgment of the merits of candidates against those criteria and in the assessment of potential or ability to perform. All short listed candidates will be interviewed by the Selection Panel. Prior to reaching a final decision, the Selection Panel must conduct referee checks which are conducted on a confidential basis and the qualifications of the selected applicant must be verified by the issuing institution. The Selection Panel must then make its recommendations to the Executive Director(s).

Appointment

The Executive Director(s) must approve a recommendation for appointment by a Selection Panel before an offer of appointment can be made. The offer of appointment letter will be signed by the Executive Director(s). For existing or former staff, the Executive Director(s) is to check the candidate's staff records to ensure that there are no issues with making the appointment that the Selection Panel was not aware of. Unsuccessful short listed candidates will be notified as soon as possible by telephone. Formal written notification will also be sent. All new staff must service a minimum three month probationary period.

Any concerns about the recruitment and selection process should be referred in the first instance to the Chair of the Selection Panel. If the Chair is unable to resolve the issue, or requires advice or assistance, the matter is to be referred to the Executive Director(s). There is no appeal process against decisions made by the Selection Panel concerning the recruitment and appointment of staff.

Documentation

When employment contracts have been a staff file will be created for the employee. Tax file information, superannuation details and pay rate information will be provided to accounts and then signed all paperwork including CV, certified copies of qualifications, letter of engagement/contract, interview notes will be filed in the staff folder in the Executive Directors office.

Induction

Induction of staff at the Whitehouse is a transitional process to welcome new staff and form a solid foundation of support and involvement for all staff. Induction involves:

- provision of relevant information and support to new staff to make them feel valued, confident and comfortable in their new environment and able to contribute fully as soon as possible
- completion of administrative procedures as soon as possible for new staff to start work and receive pay, as well as comply with relevant legislative requirements
- enable new staff to understand and achieve what is expected of them during their probationary period of employment and
- initiate the process of integrating new staff with existing staff.

The Executive Director, for administrative positions, and the Academic Director or Head of Design & Academic Studies for academic positions, are responsible for ensuring new staff receive an Orientation Pack and Staff Handbook, are taken on a tour of the facilities and is introduced to colleagues.

The new staff member's direct line manager is the employees first point of contact should they require additional information and/or support to fulfill their responsibilities as required. This support continues throughout the new employee's probationary period.

Appraisal and Development

The Whitehouse recognises the importance of staff development and providing ongoing feedback and encouragement to enable staff to perform at the best of their ability. Whitehouse has a separate policy on staff development which is linked to staff appraisal which includes:

- recognising individual contributions that exceed expectations and provides an opportunity for members of staff to discuss their performance against agreed objectives
- assisting staff in understanding the goals of Whitehouse and to be aware of their role in achieving them
- providing individual members of staff with an opportunity to reflect on their personal performance, to identify strengths and weaknesses, and to improve performance to enable them to reach their potential and
- helping individual members of staff to identify their training and development needs to further develop their skills and knowledge, in line with Whitehouse's mission and strategic plan.

Separation

Staff who wish to resign from Whitehouse must forward written notification of their resignation to the Executive Director. The minimum period of notification is included in the Offer of Appointment letter.

Termination of the employment contract may be initiated by the staff member by resigning and giving notice or by the staff member no longer attending the work place or by retiring.

Termination may be initiated by Whitehouse for misconduct, unsatisfactory performance or redundancy of a position leading to retrenchment.

Notice will be given as prescribed in the Offer of Appointment letter.

Notice is not required where an employee is terminated for serious or willful misconduct.

Relevant Legislation

Commonwealth Legislation

- [Fair Work Ombudsman](#)
- [National employment standards](#)
- [Higher Education Industry—Academic Staff—Award 2010](#)
- [Higher Education Industry—General Staff—Award 2010](#)
- [Australian Human Rights Commission Act 1986](#)
- [Age Discrimination Act 2004](#)
- [Disability Discrimination Act 1992](#)
- [Racial Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)
- [Privacy Act \(Cwlth\) 1988](#)

	<p>State Legislation</p> <ul style="list-style-type: none"> • Privacy and Personal Information Protection Act 1998 (NSW) • State Records Act 1998 (NSW) • Crimes Act 1900 (NSW) • NSW Anti-Discrimination Act 1977 • The Equal Opportunity Act 2010, (Victoria) • Racial and Religious Tolerance Act 2001 (Victoria) • Information Privacy Act 2000 (Victoria)
Key Related Documents	<p>Code of Conduct</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Privacy Policy</p> <p>Privacy Procedure</p> <p>Staff Handbook</p> <p>Grievance and Appeals Resolution (Staff) Policy</p> <p>Grievance and Appeals Resolution (Staff) Procedure</p> <p>Interview Sheet</p> <p>Student Surveys</p>
Definitions	<p>Offer of Appointment Letter: a document stating the terms and conditions of the position being offered to a prospective employee.</p>
Responsible Officer	Executive Directors
Approval Authority/ Authorities	Board of Governors
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020
Documents superseded by this Procedure	<p>Employment Policy and Procedure Dec 2012</p> <p>Old Policy Number 001.007</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
Amendment History	<p>05/2018</p> <p>Re-branding – Header & Footer only</p>

12/ 2012

Changed formatting- included procedure and policy in one document
 Minor adjustments and inclusions to policy wording, no material change
 Expansion of procedure text to include record keeping, material changes

09/2012

Revised Content and Format
 Prior approval Board of Governors - 28 February 2007

**Signed and dated
 for Whitehouse
 Institute Pty Ltd**



Les Taylor

30/05/2018

Signature

Name

Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER

Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff