



# NORTHERN RIVERS

University Department of Rural Health

<b>POLICY NO:</b>	<b>4</b>
<b>POLICY TITLE:</b>	<b>Staff Recruitment Policy</b>
<b>APPROVAL DATE:</b>	<b>28 May 2007</b>
<b>REVIEW DATE:</b>	<b>28 May 2009</b>

## 1. BACKGROUND

As the number and types of activities being undertaken by the Northern Rivers University Department of Rural Health (NRUDRH) has increased and expanded there has been a need identified to establish a process for the approval of staff recruitment. The ad hoc nature that is currently in place has allowed errors to occur in relation to such things as funding source, budget commitments and contract end dates.

It must be recognised that this policy is not intended to replace the recruitment policies and procedures in place with the various home institutions that employ staff operating within the auspices of the NRUDRH but to act as an approval policy prior to commencing the more formal processes.

## 2. PURPOSE

This policy has been developed to detail the approval process required prior to commencing the formal recruitment process with any of the home institutions who employ staff within the activities conducted by the NRUDRH. The policy is accompanied by a detailed procedures document which will provide the necessary application forms and relevant checklists to assist supervisors and other administration staff in the recruitment, appointment and commencement processes

## 3. POLICY STATEMENT

All requests for staff appointments must be made through the Executive Officer and must be made in writing using the attached Staff recruitment request form. The Executive Officer will check the request for accuracy and seek funding clearance from the Finance Officer. The Head of Department will only approve staff appointment requests that follow this policy.

Upon Head of Department approval the recruitment processes of the relevant home institution will apply. This policy applies to all forms of staff appointments including casual appointments, appointments by nomination and appointments through expressions of interest.

All appointments from all sources of funding including grant funding, core or specific purpose funding or consultancy funding , where the appointee is expected to receive any type of payment through the NRUDRH, will be captured under this policy.

If any offers of employment are made outside the terms of this policy the following actions may result:

- the person may or may not be appointed
- the appointment may be delayed
- legal issues may arise which could result in the staff member offering such appointments being faced with disciplinary action.
- The NRUDRH may not be in a position to offer any support eg office space, equipment and other services.

#### **4. MONITORING EVALUATION & REVIEW**

This policy and its associated procedures will be evaluated annually. Changes to procedures and appendices may occur without a full review of the policy.

This policy should be reviewed biannually by the HOD and Executive Officer who will approve any amendments.

#### **5. DEFINITION/KEY WORDS**

#### **6. REFERENCE TO OTHER DOCUMENTS**

#### **7. PROCEDURES**

Staff requesting approval for the appointment of new staff should complete the NRUDRH Staff recruitment request form. The following information will be required in order to complete the form and assistance can be obtained from either the EA's to HOD or Director of NCMEC or the Executive Officer:

- Commencement and termination dates
- Classification Level and step
- Brief description of the position and the recommended position description should be attached.
- Funding source and code if known
- Possible office space & equipment needs

## **8. APPENDICIES**

- **NRUDRH Recruitment Request Form**
- **Request to Advertise**
- **New staff checklist**
- **Commencement Advice**
- **Check list for recruitment and Interview**
- **Brief description of different types of appointments eg Contiuing, Nomination, casual**