Recruitment Guidelines

The Monash University Recruitment Procedures and Guidelines are in the process of being updated online. The following document outlines the recruitment guidelines for a Business Partner, however is not fully linked to external websites.

The process for recruiting staff involves Faculty/Divisional Hiring Managers and HR Business Partners. The guidelines that follow support the Recruitment Selection and Appointment procedures and have been designed to allow you to understand your role at each stage of the recruitment process.

The high level recruitment process has 5 stages:

1. **Pre-recruitment**
2. **Create the job**
3. **Interview and Selection** (for Advertised jobs only)
4. **Appointment**
5. **Onboarding**

As a Hiring Manager, your involvement in recruitment is in the Pre-recruitment and Create Job stages. You may also be involved at the Onboarding stage to ensure your new staff member has everything they need to begin work.

In all steps of the recruitment process, you can contact your [HR Business Partner](#) for advice and assistance.

As a HR Business Partner, you will be involved for the full recruitment process. You will assist the Hiring Manager in identification of a required role and manage the creation of SAP Position numbers, Position Description (PD) and Statement of Duties development and classification.

In the recruitment process, it is anticipated that the Hiring Manager will create the job request in Rex, then hand over to the Business Partner to manage the remainder of the recruitment process.

Please refer to [Recruitment Definitions](#)
STAGE 1. PRE-RECRUITMENT

The Pre-Recruitment stage is when the need to fill a position is identified. The position may be existing and unfilled or may be a new position. The goals and direction of the work unit are analysed to identify the skills required to achieve these goals and determine if recruitment will be for a new position or an existing unfilled position.

Responsibilities for pre-recruitment:

The Hiring Manager has an understanding of the requirements of the Organisational unit and should initially identify the need for a position to be filled or created. By engaging with the Business Partner, they can work together to ensure all of the pre-recruitment considerations are taken care of and the recruitment process can be undertaken.

Considerations of Pre-recruitment include:

<table>
<thead>
<tr>
<th>Workforce planning</th>
<th>ensure the work area will have the staff and skills required to achieve its future goals and directions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand goals and directions &amp; skills required</td>
<td>Identify the skills required to achieve the goals of the work unit and determine if the current mix of staff fulfils the requirements. Identify where there are skills absent from the current workforce and what those skills are. Understand the future career plans of current staff and take into consideration staff development plans that may lead staff to migrate to other work units and retirement plans.</td>
</tr>
<tr>
<td>Existing position</td>
<td>Determine if the responsibilities of the position can be absorbed into a current role. Can the position be a career development opportunity for a staff member? Is there a current vacant position that can be recruited in to? If not, then consider establishing a new position.</td>
</tr>
<tr>
<td>New position</td>
<td>In considering a new position, you will have to request a new SAP ID number, create a new PD and ensure there is budget available to increase the headcount of the unit.</td>
</tr>
<tr>
<td>Is there a specific person you wish to recruit as a ‘Direct Appointment’?</td>
<td>If so, you must seek advice from your Business Partner. They will ensure the Direct Appointment Procedure is adhered to.</td>
</tr>
<tr>
<td>Position Description</td>
<td>A PD is required for all professional positions and a Statement of duties is required for Academic positions. If there is an existing document for the position, it may need to be re-classified. If a new one needs to be created, it will need to be classified. This will be the responsibility of the HR Business partner. Please refer to PD Classification process</td>
</tr>
</tbody>
</table>
To establish a new position:

If a new position is to be established, the Business Partner in conjunction with the Hiring Manager must complete the following activities prior to commencing recruitment.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm the budget is available</td>
<td>If a new position is required, you will need to obtain confirmation that the budget is available to add an extra staff member.</td>
</tr>
<tr>
<td>Create a new position number</td>
<td>If the position is new, it will require a new position number to be created in SAP. This will be the responsibility of the HR Business Partner.</td>
</tr>
<tr>
<td>Position Description</td>
<td>If the position is new or has changed significantly since it was last filled, a new Position Description document is required. This must be written in conjunction with the Hiring Manager and it is the responsibility of the HR Business Partner to manage the development of the Position Description. Please refer to PD Classification process</td>
</tr>
<tr>
<td>Duties Statement (Academic Positions only)</td>
<td>A duties statement must be classified for academic positions and must include an overview of the duties and responsibilities of the role, including appropriate selection criteria. This should be developed in accordance with the Position Description standards. Teaching and Research positions, Research only positions</td>
</tr>
<tr>
<td>Decide on the type of appointment</td>
<td>Decide if the position is to be offered as a Full or Part Time (Fractional) position and at what fraction will it be offered. Monash offers flexible working arrangements where possible so you will also need to consider how this policy can be negotiated if applicable.</td>
</tr>
</tbody>
</table>
| Mode of employment                            | Determine the mode of employment to be offered. It must be appropriate in accordance with the Section 16 of the Enterprise agreement. The most common modes of employment are:  
- **Fixed term**– where the position is offered for a fixed duration, where the start and finishing dates of employment are specified, or in lieu of a finishing date, the circumstances upon which the term of employment expires. For example, at the completion of a specific task or project.  
- **Continuing**– where the position is offered with no fixed term dates and is not a casual or sessional position.  
- **Casual**– non-academic / professional staff who are engaged by the hour and paid by the hour where the nature of the work is ad hoc or short term in nature and where flexibility to vary hours or modify employment is required. For example, to cover leave absences or provide assistance for additional, seasonal or special project type work.  
- **Sessional** - academic Teaching Associate staff who are appointed to undertake a single or specific number of sessions related to demonstrating, tutoring, lecturing, marking, supervision, academic research assistance, music accompanying with special educational service, undergraduate clinical nurse education or other required academic activity. |
| Determine the superannuation contribution required for the position: | A 17% employer contribution must be provided if the position is:  
- appointed from recurrent funds;  
- full time or a fraction of 0.5 or greater; and  
- a continuing appointment or an appointment for two or more years.  
A 9% employer contribution applies for all other positions in accordance with the Superannuation Guarantee legislation. For more information, refer to the Superannuation procedure. |
Estimate the total employment cost for the position, which may include:
- Salary costs and Superannuation
- On costs and staff overheads
- Travel/removal costs
- Immigration or relocation expenses

<table>
<thead>
<tr>
<th>Pre-employment checks</th>
<th>The position may require the successful applicant to undergo some pre-employment checks. The applicants must be informed of this by either including in the advert for the position or by advising any candidates who are directly appointed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Police Records check – mandatory for all positions with financial delegation greater than $100,000 or where the position regularly deals with significant amounts of cash and optional for any other position.</td>
</tr>
<tr>
<td></td>
<td>• Working With Children Check – mandatory for any position that involves direct contact with minors on a regular basis.</td>
</tr>
<tr>
<td></td>
<td>• Medical Check – may be requested but contact HR Business Partner to discuss</td>
</tr>
<tr>
<td></td>
<td>• Declaration of pre-existing injury – may be requested but contact HR Business Partner to discuss</td>
</tr>
</tbody>
</table>

**PhD or Masters opportunities:**

Rex is used for the vast majority of recruitment to Monash University, however if you are seeking to fill a Masters or PhD position, contact your HR Business Partner to help you undertake recruitment for those positions.

**Adjunct positions:**

Rex is not used to recruit for these positions. The HR Business Partner will undertake the Adjunct Recruitment process outside of Rex.

**Honorary positions:**

Rex is not used to recruit for these positions. The HR Business Partner will undertake the Honorary Recruitment process outside of Rex.

Once the pre-recruitment activities have been completed, you can progress to Creating the job request.

For any queries about Recruitment, please contact your HR Business Partner.
STAGE 2 - Creating a Job Request in Rex

Any staff member who acts in the capacity of a Hiring Manager has the ability to create a job request in Rex.

As a general rule, all jobs should be advertised to ensure that the best person is selected through an open and competitive process. However, there are a limited number of exceptions to this rule.

Advertising is not required:

- For appointments up to 12 months (check current restrictions);
- HEW level 1 & 2 appointments;
- Casual or sessional appointments
- In special or exceptional circumstances where a ‘Direct Appointment’ is approved;
- Where a search for a specific role is conducted by an approved recruitment agency; or
- Where the search is conducted using a targeted search plan approved by the Executive Director, Monash HR.

In all other circumstances, jobs are advertised. Refer to Advertising Rules, Restrictions and Exemptions for more information about advertising a job or contact your HR Business Partner.

There are 3 types of job request in Rex which cover all of the different ways the university can employ staff.

- The Advertised job request
- The Non-Advertised job request
- The Casual/Sessional job request

In all cases, the Hiring manager or their delegate creates the job request in Rex and sends it to their HR Business Partner for completion and further processing. All appointments are created and distributed by HR staff in Rex.

In this process flow, the blue steps are performed by Faculty/Division staff (Hiring Managers) and the green steps are performed by Monash HR staff.

Recruitment approvals from Faculty/Division management are obtained only once during the recruitment process. For advertised and non-advertised jobs, approval is obtained on the job request and for Casual/Sessional jobs, approval is obtained on each appointment.
Stage 2 – Create a Job Request > Advertised Job Request

The Advertised Job Request

The Advertised job request should be created by a Hiring manager (or an administrative staff member with the authority to do so). There are a number of mandatory fields that must be completed before the job request can be sent to the HR Business Partner.

Once the Hiring manager has completed basic information on the job request, the HR Business Partner will complete the request (liaising with the Hiring manager if required), seek the appropriate approvals for the job request and ensure the job is advertised in the most effective way to attract the best and brightest candidates.

The Hiring manager will be able to monitor the progression of the job request via Rex. The management of applications and the interview selection process are undertaken by the HR Business Partner, in liaison with the Selection Committee.

Advertising Rules, Restrictions & Exemptions
Stage 2 – Create a Job Request > Advertised Job Request > Guidelines for the HR Business Partner

The Hiring Manager will create the job request and complete a minimal amount of information. The amount of information provided will depend on the expectations set within your hub and the individual Hiring manager submitting the request. It is the responsibility of the HR Business Partner to manage the recruitment process from the point they receive the job request, therefore it is imperative that you thoroughly check the information provided by the Hiring Manager to ensure it is accurate and appropriate.

**Important note:** You will have to update the Recruitment Administrator field to your own name and save the Job Request before you then enter information into a number of HR specific fields.

The following section outlines specific considerations you will have to make in relation to the advertised job request. For more detailed information, please refer to the [HR Business Partner Companion Guide](#) or the [Full system instructions](#).

**Sections of the job request:**

<table>
<thead>
<tr>
<th>SCHOOL/DEPT/ADMIN UNIT DETAILS</th>
<th>Select the appropriate Employment Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY COST DETAILS</td>
<td>Check the Salary Cost centre and fund are appropriate for the position and either check the remaining information if it is entered, or enter it yourself.</td>
</tr>
<tr>
<td>JOBD DETAILS</td>
<td>Check the PD, if one has been attached, otherwise ensure the appropriate PD is attached to the job in this section. If a PD has not been written or classified for this job, the job request can not be progressed further. Refer to the <a href="#">Classifications process</a> and <a href="#">Guidelines for developing a Position Description</a>. Ensure that the ‘number of positions’ fields state the accurate number of positions you will be filling. You may not appoint any staff above this number. Complete the remaining fields in this section. Ensure the Position Title is the same as that on the PD and if necessary, amend it to reflect the PD title. Ensure the classification level is in accordance with the PD and select it in the Pay Scale Group field. Select the appropriate Primary Function. If necessary, review the <a href="#">Primary Professional Function List</a> to determine the <a href="#">Primary Function and the appropriate Functional Head</a>. When entering the Reason for fixed term, ensure the reason is appropriate in accordance with <a href="#">Section 16.4 of the Enterprise Agreement</a>.</td>
</tr>
<tr>
<td>REPLACEMENT ROLES ONLY</td>
<td>This section requires the information about the previous staff member in this position if there was one.</td>
</tr>
<tr>
<td>BACKGROUND CHECKS</td>
<td>A police check is mandatory for all positions with financial delegation greater than $100,000 or where the position regularly deals with significant amounts of cash and optional for any other position. A Working With Children check is mandatory for any job that involves direct and regular contact with minors.</td>
</tr>
<tr>
<td>DETAILS OF ADVERTISEMENT</td>
<td>This section should be completed in liaison with the HM and the Recruitment Advertising Team. The advertising team will discuss with you the types of applicant sought and determine the most appropriate advertising strategy to attract those candidates. For more details, refer to the <a href="#">Advertising Rules, Regulations and Exemptions</a>.</td>
</tr>
<tr>
<td>SELECTION COMMITTEE</td>
<td>The chair of the selection committee must be trained in staff selection. Review</td>
</tr>
</tbody>
</table>
The current list of trained staff selectors to check that the nominated chair has been trained. You must also ensure that the composition of the selection committee complies with procedure. The Selection Committee must have at least 3 members and must be gender balanced. If there are more than 3 members, then at least 2 must be trained staff selectors. If there are any selection committee members who are not Monash Staff, you must provide their name/s and email address/es to HR Enquiries who will create a Rex profile for them.

The committee must be chaired by someone with delegated authority to select the successful candidate. Where the person with that delegated authority is unable to sit on the committee, they must nominate someone to make the decision on their behalf.

As a HR Business Partner, it is your responsibility to support and guide the Selection Committee through the recruitment process. Ensure you clearly understand the responsibilities of the Selection Committee as detailed in the Recruitment Selection and Appointment Procedure - Recruitment of fixed-term and continuing staff.

You must update the Recruitment Administrator field to your own name. In approving the job request, the approvers are authorising that the position detailed in the job request is required and that the budget will be available to staff the position at the time the candidate is recruited. They are also agreeing to delegate the authority to appoint an appropriate candidate to the Selection Committee Chair.

A summary of recruitment approvals for advertised job requests is available here.

Multiple Appointments to a Job Request:

Where there are multiple positions to a single job, the job advertisement may contain the term ‘Multiple positions’. This is added at the discretion of the Team Leader, Recruitment Advertising Team. In cases where there are 2 or 3 positions, it may be deemed inappropriate to advertise the job as having ‘multiple positions’ available.

For further information, please contact the Recruitment Advertising Team.

Note: The number stated in the ‘Number of new positions’ and ‘Number of replacement positions’ fields must be accurate. You are not permitted to appoint above these staff numbers.

Documents to attach:

Position Description: For a professional position, each job must have a classified position description attached. This is to be attached in the documents section of the job and must be in word format.

Duty Statement: For Academic positions, it must contain an overview of the duties and responsibilities of the role including appropriate selection criteria. Duty statements for academic staff should be developed in accordance with the Position Classification Standards (teaching and research or research only positions).

Classification Advice outcome: If a professional position is new, a copy of the position classification advice outcome must be provided.
Approaching Candidates before advertising closes:

It is acceptable to contact or interview a candidate during the advertising period. However any subsequent applications from potentially appointable candidates must also be interviewed before an offer is made. In all circumstances, the advertising period must have concluded before an offer is made.

Reasons why the job request may be put ‘On Hold”

Redeployment

This process is managed by the Recruitment Advertising Team and the University Placement Coordinator.

Where there is a staff member seeking redeployment within the University, they will appear on the redeployment list. This list is provided to the Recruitment advertising team and is reviewed to identify if any upcoming jobs might be commensurate with the staff member’s skills, knowledge and expertise.

The Position Description is sent by the Advertising Team to the placement co-ordinator and if the co-ordinator considers that the job may be suitable for a staff member seeking redeployment, the job is placed on hold for a week while the staff member decides if they wish to apply. If they do apply, the job is placed on hold for another week while the application is reviewed. If they do not apply, advertising can proceed.

[Redundancy and Redeployment website]

Advancing Indigenous Employment scheme

To support Indigenous recruitment at Monash all available positions at HEW 9 and below are initially provided to the Advancing Indigenous Employment (AIE) Coordinator to search for suitable candidates. The Recruitment Advertising team provide all relevant information to the AIE Coordinator and place the job on hold for up to 2 days. If a suitable applicant is identified, the job remains on hold while an interview process is undertaken. Should an Indigenous candidate be found suitable, that candidate is offered the position.

For further information see the [Indigenous Employment at Monash University] website.
Stage 2 – Create a Job Request > Non- Advertised Job Request

Non Advertised Job Request
As a general rule, all jobs should be advertised to ensure that the best person is selected through an open and competitive process. However, there are some circumstances where advertising is not required.

Advertising is **not** required:

- For appointments up to 12 months ([check current restrictions](#));
- HEW level 1 & 2 appointments;
- In special or exceptional circumstances where a ‘Direct Appointment’ is approved;
- Casual or sessional appointments (use [Casual/Sessional job request](#))
- Where a search for a specific role is conducted by an approved recruitment agency; or
- Where the search is conducted using a targeted search plan approved by the Executive Director, Monash HR.

There is a difference between a Direct and a Non-advertised appointment. Both appointment types are recruited using the Non-Advertised job request.

A Direct appointment occurs where there are special and exceptional circumstances to appoint a person directly into a position without following the Recruitment, Selection and Appointment Procedure – Recruitment of fixed-term and continuing staff.

A Non-advertised appointment occurs where the appointment is exempt from advertising, most commonly where it is a Fixed term appointment for less than 12 months.

The high level process requires the Hiring Manager to create the job request in Rex, attach relevant information and send the job request to the HR Business Partner. The HR Business Partner will complete the job request and manage the appointment process.

![Diagram of the job request process](#)

The Hiring manager will be able to monitor the progression of the job request via Rex. The management of the candidate and the appointment process is undertaken by HR.
Stage 2 – Create a Job Request > Non-Advertised Job Request > Guidelines for the HR Business Partner

The Hiring Manager will create the Non-advertised job request and complete a minimal amount of information. The amount of information provided will depend on the expectations set within your hub and the individual Hiring manager submitting the request. It is the responsibility of the Business Partner to manage the recruitment process from the point they receive the job request, therefore it is imperative that you thoroughly check the information provided by the Hiring Manager to ensure it is accurate and appropriate.

**Important note**: You will have to update the Recruitment Administrator field to your own name and save the Job Request before you then enter information into a number of HR specific fields.

The following section outlines specific considerations you will have to make in relation to the non-advertised job request. For more detailed information, please refer to the Business Partner Companion Guide or the Full system instructions.

**Non-Advertised Job request sections:**

<table>
<thead>
<tr>
<th>SCHOOL/DEPT/ADMIN UNIT DETAILS</th>
<th>Select the appropriate Employment Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY COST DETAILS</td>
<td>Check the Salary Cost centre and fund are appropriate for the position and either check the remaining information if it is entered, or enter it yourself</td>
</tr>
<tr>
<td>JOB DETAILS</td>
<td>Check the PD, if one has been attached, otherwise ensure the appropriate PD is attached to the job in this section. If a PD has not been written or classified for this job, the job request can not be progressed further. Refer to the Classifications process (and Guidelines for developing a Position Description). Complete the remaining fields in this section. Ensure the Position Title is the same as that on the PD and if necessary, amend it to reflect the PD title. Ensure the classification level is in accordance with the PD and select it in the Pay Scale Group field. Select the appropriate Primary Function. If necessary, review the Primary Professional Function List to determine the Primary Function and the appropriate Functional Head. When entering the Reason for fixed term, ensure the reason is appropriate in accordance with Section 16.4 of the Enterprise Agreement. Reason for fixed term – select the appropriate reason for a fixed term job. Ensure the reasons are appropriate in relation to the Enterprise Agreement (link to appropriate section) Please provide the person’s name and justification for hire with proposed start and end dates: - This field must include the Name of the candidate, a brief summary of the justification for hiring the candidate (which may be a reference to supporting documentation attached under the documents tab) and the proposed dates for the appointment</td>
</tr>
<tr>
<td>REPLACEMENT ROLES ONLY</td>
<td>This section requires the information about the previous staff member if there was one.</td>
</tr>
<tr>
<td>BACKGROUND CHECKS</td>
<td>A police check is mandatory for all positions with financial delegation greater than $100,000 or where the position regularly deals with significant amounts of cash and optional for any other position. A Working With Children check is mandatory for any job that involves direct and regular contact with minors.</td>
</tr>
<tr>
<td>AUTHORISATIONS</td>
<td>You must update the Recruitment Administrator field to your own name. In approving the job request, the approvers are authorising that the position</td>
</tr>
</tbody>
</table>
detailed in the job request is required and that the budget will be available to staff the position at the time the candidate is recruited. In the case of a non-advertised job request, they are authorising the appointment of the person named in the job request and that the supporting documentation is sufficient to allow the appointment to progress without a competitive process being undertaken.

A summary of recruitment approvals for advertised job requests is available [here](#).

**Documents to attach:**

**Supporting Statement**: For a Direct Appointment only. You must attach a statement in support of the proposed direct appointment, which includes:

- details of how the proposed appointment meets the requirement for “special and exceptional circumstances” (Refer to Recruitment, Selection and Appointment Procedure – Recruitment of Direct appointments procedure);
- verification that the proposed appointee has the required qualifications and work rights for the position;
- a declaration of any potential conflict of interest (for example, if the proposed direct appointee is a relative or close friend – see the Conduct and Compliance Procedure – Conflict of Interest);
- for academic staff, an assessment of whether the incumbent’s qualifications or experience is sufficient to exempt the staff member from having to complete the GCHE as a condition of probation (see the Recruitment, Selection and Appointment Procedure – Probation and confirmation of academic appointment); and
- for professional staff (external candidates only), the names of three senior University staff who have reviewed the position description and the candidate’s CV and who are prepared to support the appointment of the proposed appointee.

**Position Description**: For a professional position, each job must have a classified position description attached. This is to be attached in the documents section of the job and must be in word format. [Template available here](#).

**Duty Statement**: For Academic positions, it must contain an overview of the duties and responsibilities of the role including appropriate selection criteria. Duty statements for academic staff should be developed in accordance with the Position Classification Standards ([teaching and research](#) or [research only positions](#)).

**Classification Advice outcome**: If a professional position is new, a copy of the position classification advice outcome must be provided.

**CV of the candidate**: The candidate should have been requested to submit a copy of their CV. This should be attached for approvers to review.

**Candidate profile**: 

Once the job request has been approved, the Business Partner must either locate or create the candidate profile in Rex in order to be able to create an appointment.

The Business Partner may search in Rex for the candidate’s email address or name. If a profile is returned, and it is the correct profile, they can then apply that person to the job and immediately proceed with creating the appointment.
If there is no Rex profile for the candidate, one must be created by the Business Partner. To do this, you will need to have some of the candidate’s personal information, which may be available from the CV or other supporting documentation. If you require further details, you may be able to obtain those from the Hiring Manager. At a minimum, you will need the candidate’s Full name, home address, email address and phone number.

Once this profile is created, you will be able to apply the candidate to the job and immediately proceed with creating the appointment.
Stage 2 – Create a Job Request > Casual or Sessional Job Request

Casual or Sessional job request

The Casual/Sessional job request should be created by a Hiring manager (or an administrative staff member with authority to do so). There are a number of mandatory fields that must be completed on the Casual/Sessional job request before it can be sent to the HR Business Partner.

Once the Hiring manager has completed basic information on the Casual/Sessional job request, the HR Business Partner will complete the job request (in liaison with the Hiring manager if required), associate the appropriate candidate (or create a candidate profile), create the appointment and seek approvals.

The Hiring manager will be able to monitor the progression of the job request via Rex. The management of the candidate and the appointment process is undertaken by HR.

In most cases, a Casual/Sessional job will not be advertised. If there is a requirement to advertise a Casual or Sessional job, the Advertised job request must be used instead of the Casual/Sessional job request and the process followed for Advertising a job.
The Hiring Manager will create the Casual/Sessional job request and complete a minimal amount of information. The amount of information provided will depend on the expectations set within your hub and the individual Hiring manager submitting the request. It is the responsibility of the HR Business Partner to manage the recruitment process from the point they receive the Casual/Sessional job request, therefore it is imperative that you thoroughly check the information provided by the Hiring Manager to ensure it is accurate and appropriate.

**Important note:** You will have to update the Recruitment Administrator field to your own name and save the Job Request before you then enter information into a number of HR specific fields.

The following section outlines specific information you will have to check for the Casual/Sessional job request. For more detailed information, please refer to the HR Business Partner Companion Guide or the Full system instructions.

### Sections of the job request:

| SCHOOL/DEPT/ADMIN UNIT DETAILS | Select the appropriate Employment Category |
| SALARY COST DETAILS | Check the Salary Cost centre and fund are appropriate for the position and either check the remaining information if it is entered, or enter it yourself |
| JOB DETAILS | In this section, you should enter information about the job itself. The Position Title, Supervisor, classification level and employment type should be specified here |
| REPLACEMENT ROLES ONLY | This section requires the information about the previous staff member if there was one. |
| BACKGROUND CHECKS | A police check is mandatory for all positions with financial delegation greater than $100,000 or where the position regularly deals with significant amounts of cash and optional for any other position. A Working With Children check is mandatory for any job that involves direct and regular contact with minors. |
| AUTHORISATIONS | You must update the Recruitment Administrator field to your own name. There is no need for you to enter a further approval process. You may just approve the job request when all information is correct. |

### Restrictions for Casual/Sessional appointments:

There are frequently restrictions for the duration of employment for Casual/Sessional appointments. Current restrictions allow Casual or Sessional candidates to be employed for up to 16 weeks on one contract. If you wish to employ a candidate for a longer period, they will have to be provided a subsequent contract prior to their original contract finishing.

Please note that you will only be able to provide one appointment at a time via Rex so you must ensure your candidate has accepted the first appointment and completed the onboarding before you create a subsequent contract.
Documents to Attach:

The Hiring Manager will be in the best position to document the names and details of the candidates they wish to employ in a Casual or Sessional capacity. These details should be attached in the following formats.

**Single Casual Appointment in notes tab:** If there is only one position to fill, the details of the candidate should be entered into the notes tab on the job request. These details should include the person’s name, email address, home address, start and end dates, phone number & estimated hours per week.

**Multiple Casual Appointment spreadsheet:** This template allows a list of potential staff members to be attached to a single job request. It provides all of the information required by a Business Partner to be able to identify the existing Rex profile for a candidate, or create a new profile for a candidate, as well as create the appropriate appointment for each candidate.

**All Sessional Appointments - Estimated Activity Profile (EAP):** this template is required for Sessional appointments only. It documents the expected activities for the candidate to be listed with the associated number of hours per week expected for each activity type and it forms part of the contract for the candidate.

**Recruiting to an existing job:**

In a situation where multiple appointments are required to a single position, it is possible to appoint candidates as required. If subsequent appointments are required, the Hiring Manager should contact their HR Business Partner and provide a list of candidates required. They may provide this information in Rex and alert the HR Business Partner that the information is available. The HR Business Partner must ensure the total number of appointments to the job does not exceed the number of positions stated in the Casual/Sessional job request.

**Sourcing options for Casual or Sessional staff:**

It is possible to search for candidates for casual or sessional positions without conventional advertising. The table below provides details of some options available.

| Students as staff | A service provided by the University which identifies and short-lists candidates from a pool of Monash students currently looking for casual work on campus. This service is free of charge. |
| Direct Contact    | Directly contacting applicants who are believed to have the appropriate qualifications, for example current or past students, candidates identified at conferences/seminars or authors of applicable journal articles. |
| Email             | Email announcement to colleagues, ex-students, industry and professional groups. |
| Online networking | Utilising online discussion boards or professional association vacancy pages. |
| Online            | Jobs @ Monash, SEEK, MyCareer, UniJobs, CareerOne and Careers on Campus. Niche job boards can also be arranged. Advertising is centrally funded in some circumstances. Contact the Recruitment Advertising Team for further information |
| JASON             | If specifically seeking scholarship students: Joint Academic Scholarships Online Network (JASON) |

**Candidate Profile:**

It is the responsibility of the HR Business Partner to identify if the candidates have a Rex profile, or if they will need one to be created.
On receipt of the job request, the HR Business Partner will review the name/s of the candidates and will search for each person’s email address or name in Rex using the quick search function. If the candidate has applied for an advertised position or been employed by Monash University since the end of 2010, they should have a profile in Rex.

If a profile is located with the same email address, check the details against those provided by the Hiring Manager to determine that it is the same person, then proceed to apply them to your job.

If no profile is found that matches either the email address or the person’s name, then you will have to either:

- invite the candidate to apply for the job, allowing them to create their own user profile, or
- if the candidate is not able to register in Rex, you may create the profile for them, provided you have the candidate’s CV.

Once the profile is located or created, you will be able to apply the candidate to your job and immediately create the appointment details.

If you have invited the candidates to apply, you will see the application numbers increase against the job request on your dashboard and an alert symbol will display to advise you have new applicants. Once they have submitted their applications, you will be able to update their status to ‘Initiate Appointment’ to complete the recruitment.

For further detail and instructions on how to perform these tasks in Rex, please refer to the User Guide.
STAGE 3 – Interview and Selection Process

The interview and selection process occurs after the period of advertising has concluded. If, after initial review of applicants or after interview, it is deemed that there are no appointable candidates, it may be necessary to re-advertise the job. If this is the case, refer to Advertising Rules Restrictions and Exemptions for guidance or the Recruitment Advertising team to determine the best way to progress.

It is the responsibility of the HR Business Partner to manage applications, interview schedules and provide guidance and assistance to the Selection Committee.

What is responsibility of selection committee?

The chair is required to:

- be trained in staff selection or equivalent (list of trained selectors, staff selection training);
- ensure that the selection process is conducted in accordance with the requirements of this procedure; and
- ensure that all materials and records regarding the selection process are kept confidential and returned to the HR Business Partner at the end of the selection process.

Selection Committees must:

- include at least three people (where there are five or more on a Selection Committee, at least two must be trained in staff selection or equivalent, including the chair);
- have as close to equal representation of both sexes as practicable with a minimum of one-third each;
- have sufficient knowledge, experience and understanding of the vacant position and the skills required to perform the role;
- include the supervisor of the position where possible; and
- bring objectivity to the decision making process.

Specific requirements for an Academic position selection committee.

As a selection committee member, you will have been advised by your HR Business Partner of your selection committee membership prior to the job being approved.
STAGE 3 – Interview and Selection Process

Guidelines for the HR Business Partner

Review the applicants via Rex

As a HR Business Partner, you will have visibility of all applicants for your job requests via your dashboard, however the Selection Committee members will only be able to see a subset of these – those in ‘incomplete’ status are not available to committee members.

Considering incomplete applications:

If your Selection Committee wish to view all applications, including those that are incomplete, you will be able to send them a pdf containing application information for all applicants using the bulk compile & send function in Rex.

Note: You must not update the status of incomplete applications as this prevents the applicants from completing the application at a later date and prevents them from receiving the automated reminder emails to request they complete their application.

Sending the bulk pdf:

The bulk compile function in Rex allows you to select the most appropriate information to include in the file. The default settings are the most commonly requested information from the applications, however you may wish to select more of the options available to provide your committee more information.

Shortlisting

It is the responsibility of the HR Business Partner to ensure application statuses are accurate and updated in Rex. This allows for accurate reporting and provides correct information to be sent to candidates via system generated emails. The HR Business Partner will make the updates to the applicant status in Rex, which will trigger an email to the unsuccessful applicants advising of the shortlisting outcome. For those applicants who are to be interviewed, the HR Business Partner will contact them by phone and begin the process of organising an interview schedule.

Interview

Create interview schedule:

The HR Business Partner may create an interview schedule in Rex, which will allow the candidates to self select their interview times via their Applicant portal.

It is important to note that creating a schedule in Rex will not insert interview times into selection committee members’ Monash calendar. This must be done separately by each committee member or someone on their behalf.

The schedule may be printed and emailed to the selection committee at any stage, so they are able to review and update their own calendars.
Interview questions:

The development of the interview questions should be done collaboratively between the Selection Committee and the HR Business partner, with the HR Business Partner providing the initial set of behavioural questions that assess the Key Selection Criteria. These may be refined and amended prior to interview but the final core set of questions must be used consistently in all interviews for the job allowing for comparison of candidate answers.

It is anticipated that interview guides will be created and stored in Rex, allowing a library of guides to become available to HR Business Partners and Selection Committees.

The HR Business partner may also provide assistance to the Selection Committee on behavioural interview techniques and interview best practice. A list of general questions are available from the Staff Development Unit website.

Selection:

On identification of an appointable candidate, it is the responsibility of the Selection Committee chair to:

- verify authenticity of qualifications and work rights
- determine exemption from GCHE (for Academic appointments)
- conduct reference checking
- negotiate employment conditions and remuneration with the candidate

It is the responsibility of the HR Business Partner to provide support for the Selection Committee chair for these tasks.

Verify work rights – ensure candidates visas are appropriate for the type of employment to be offered and the duration. If not, you must advise the Selection Committee chair.

Assist in the development of reference checking core questions and ensure all documentation relating to reference checks is collected and filed in an appropriate manner at the conclusion of the recruitment for the job.

Negotiation with candidate – provide assistance and expertise in relation to policy, remuneration, relocation, authority to work, sponsorship, flexible working arrangements, pre-employment checks and probation.

Graduate Certificate in Higher Education (GCHE)

All continuing academic staff are required to gain formal qualifications in university teaching in the form of a Graduate Certificate in Higher Education (GCHE) during their probationary period. The selection committee may also decide that a fixed term academic staff member is required to complete the GCHE, depending on the length of their contract. This expectation is included in the letter of offer, however in the case of staff undertaking a doctorate, it is suspended until completion of the doctorate.

In some cases, a candidate may be eligible for GCHE equivalence, where they can have a qualification or significant experience, which the selection committee consider to be equivalent. In these cases, candidates may be exempt from this probationary requirement.

In the case where the selection committee is unsure if a candidate is eligible for equivalence, they may contact their HR business partner or the Office of the Pro Vice-Chancellor (Learning and Teaching) for advice.
The selection committee’s decision is recorded in the Notification of GCHE requirement form and signed by the Selection Committee chair. It is then forwarded on to the Dean for endorsement. Once endorsed, it is then sent to the HR Business Partner, who will upload the signed form to Rex.

If the preferred candidate is required to complete the GCHE, the relevant special condition will be included in their letter of offer.

**Time limits for appointment**

The candidate should be appointed within a six month period following the initial advertisement. It is generally considered that if six months has elapsed, the candidate market will have change significantly and it is considered fair to advertise again. Please refer to [Readvertising a job](#). Within a six month period, other candidates assessed as suitable may be offered the role without the need to re-advertise.

**Additional appointments / concurrently working in two positions**

The candidate may wish to concurrently work in another position at the University. If so, any additional appointment must be approved by the candidate’s current supervisor and sessional appointments over 4 hours and all non-sessional appointments must be endorsed by the Deputy Divisional Director Monash HR. Please refer to [Additional Appointments/duties policy](#).

**Employment for partners**

Some candidates may raise the issue of providing a position for their partner at the university. The university may assist partners, if possible, however will not undertake to find a position which has not been the subject of a competitive recruitment process and merit based selection.
STAGE 4 - Appointment – Advertised or Non Advertised job

All appointments are made by HR Business Partners. It is the responsibility of the HR Business Partner to complete the appointment details in Rex, seek the appropriate approval from within HR and make the offer to the candidate.

Before creating an appointment:

For an Advertised job request, the HR Business Partner must receive an email from the Selection Committee chair before they can initiate the appointment.

For a Non-advertised job request, the HR Business Partner must receive the final approval on the job request and the candidate profile must be located or created before initiating the appointment.

For a Casual job request, the HR Business Partner must have checked the attachments to the Job request and the candidate profile must be located or created before initiating the appointment.

Appointment for an Advertised or Non-Advertised job

Appointment for a Casual or Sessional job
**STAGE 4 - Appointment – Advertised or Non Advertised job**

**Update candidate status:**

Once the application status for the candidate is updated to ‘Initiate Appointment’, the appointment details will display and the HR Business Partner can complete them before creating a letter of offer.

Some information will automatically populate into the appointment details from the job request, however it is still necessary to enter some additional information that is required in the letter of offer.

**Appointment Details sections:**

Much of the information in the Appointment will pull through from the candidate’s detail in Rex or from the Job Request. The fields that you will need to fill in relate to information required in the letter of offer or provide information required for reporting purposes.

Refer to the [Appointment Companion Guide](#) for details of what information is required in each field.

**Additional Information:**

- [Employment and visiting Visas](#)
- [Probation](#)
- [Relocation and Migration](#)

**Attachments:**

The email received from the Selection Committee chair must be attached to the appointment details, in the offer documents section. This provides confirmation of the appointment and the Faculty/Division approval of the offer for the candidate.

**GCHE Memo:**

For an academic appointment, the signed GCHE memo must be scanned and attached to the offer card, and the appropriate values in the “Is a GCHE required?” and “Based on the notification of the GCHE requirement memo - is the candidate:” fields must be selected. The appropriate clause must also be selected for the letter of offer.

**Special Clauses:**

The clauses to include in the letter of offer must be selected before the letter of offer is merged from the offer card. These are selected according to the information contained in the selection committee email and the overarching recruitment policies. If there is an inconsistency between the email and policy, the business partner must contact the Selection committee chair to discuss and resolve. An offer may not be made until agreement is reached.
**Letter of Offer:**

Once the appointment is fully populated with relevant information, the letter of offer may be generated and formatted.

Once the letter of offer is re-attached to the appointment details, it can be approved. Appointments for Advertised and Non-Advertised jobs require only HR approval, as the Faculty/Division approval to appoint to the position is obtained on the Job request.

**Approvals:**

In making an offer for an advertised or non-advertised job, it is only necessary to obtain approval from another HR Business Partner or Lead Business Partner. Approvals to establish the position and recruit to the job have been obtained on the job request.

Once the appointment has been approved by the required HR staff, the offer may be made to the candidate. The will review the contract received and either Accept or Decline the offer of employment. In either case, the Business Partner receives an email advising of the outcome.

If the candidate has accepted the offer, it may be necessary for you to forward the email received to the Hiring Manager or other Faculty/Division staff members.

**Candidate experience:**

The candidate is alerted to the offer in their portal via an email to the email address they have entered into their profile. If a candidate is expecting an offer and does not receive an email, they should contact HR Enquiries. The Enquiries team will be able to view and amend the email address if necessary, allowing the candidate to access the offer. The email will not be re-sent but the candidate can log into their portal and view the offer.

Once the candidate has viewed the offer, they are able to select to either accept or decline the offer. Once they Accept the offer, an email is sent to the Recruitment Administrator (HR Business Partner) to advise the offer has been accepted. This email may be forwarded on to the Hiring manager if required to advise them that the candidate has accepted.
Appointment - Casual or Sessional position

For casual/sessional appointments, the HR Business Partner reviews the attachments on the casual/sessional job request.

Prior to creating the Casual/Sessional appointment, you must have located or created the candidate profile.

Completing the Appointment details:

Once the application status for the candidate is updated to ‘Initiate Appointment’, the appointment details will display and the HR Business Partner can complete them before creating a letter of offer.

Some information will automatically populate into the appointment details from the job request; however, it is still necessary to enter some additional information that is required in the letter of offer.

Appointment Details sections:

Much of the information in the Appointment will pull through from the candidate’s details in Rex or from the Job Request. The fields that you will need to fill in relate to information required in the letter of offer or provide information required for reporting purposes.

Refer to the Casual/Sessional Companion Guide for details of what information is required in each field.

Additional Information:

Employment Visas

Attachments:

Estimated Activity Profile (EAP): If the appointment is for a sessional position, you must attach the appropriate EAP from the job request. If there are multiple appointments, the Hiring manager should provide a separate EAP for each candidate. You must attach the correct one to the Appointment details under the offer documents section and ensure the document type is set to Offer. The EAP forms part of the contract for the candidate so you must ensure it is made available to the candidate at the same time as their letter of offer.

Approvals

For Casual and Sessional positions, it is necessary to obtain approval on the appointment. You must select the appropriate approval process and enter the names of those people who need to approve the appointment.

The final approver will be one of the Casual/Sessional contract teams. You must select the appropriate one for your HR Hub. Once they receive the request to approve, they will be able to check the appointment and create the letter of offer. They will approve the appointment at the time they make the offer available to the candidate.

Offer accepted:
Once the candidate accepts the offer, Rex will generate an email to the Recruitment Administrator in the job request to advise the offer has been accepted. If necessary, you may need to forward the email on to the Hiring Manager.

If the candidate has accepted the offer, it may be necessary for you to forward the email received to the Hiring Manager or other Faculty/Division staff members.

**Restrictions to casual or sessional employment:**

There are frequently restrictions for the duration of employment for Casual/Sessional appointments. Current restrictions allow Casual or Sessional candidates to be employed for up to 16 weeks on one contract. If you wish to employ a candidate for a longer period, they will have to be provided a subsequent contract prior to their original contract finishing.

Please note that you will only be able to provide one appointment at a time via Rex so you must ensure your candidate has accepted the first appointment and completed the onboarding before you create a subsequent contract.

**Renewals of Casual/Sessional contract:**

Rex is used to renew Casual and Sessional contracts. It is done by locating the existing appointment details and selecting to ‘Create a new contract’. The appointment duplicates and the new version requires the start and end dates to be entered.
Advertising Rules Restrictions and Exemptions

Monash University seeks to have recruitment, selection and appointment practices that reflect the University's strategic and operational objectives, have regard to merit, transparency and fairness and are cost effective.

Recruitment advertising should support these objectives in attracting the best person for the role.

All vacant fixed-term and continuing positions are required to be advertised both on the Jobs at Monash website (internally) and via online websites and/or print media (externally) in accordance with the following guidelines and restrictions.

Approval of recruitment advertisements

All recruitment advertising must be approved by the Dean or Divisional Director through the Advertised Job request in Rex. The Recruitment Advertising Team administer the placement of all recruitment advertisements.

Multiple appointments may be made to each advertised position at the same level, refer to Multiple Appointments to the same job.

Exemptions from advertising

There is no requirement to advertise in the following circumstances:

- Appointments up to 12 months - check if current restrictions apply
- Casual or Sessional (Teaching Associate) appointments
- HEW Level 1 and 2 professional staff appointments.

There is no requirement to advertise externally, ie outside of the Jobs at Monash webpage, in the following circumstances:

- Professional vacancies up to and including HEW Level 7 when the head of department / school / administrative unit certifies that a suitable field of applicants is available within the University
- Professional vacancies at HEW Level 8 or above, when the Divisional Director Monash HR has approved the waiving of the external advertising requirement and an approved restructuring of the position has occurred.
- If there is a possible redeployee suitable for a vacant role then the role will be exempt from advertising until the redeployee has been assessed for the role.
- Similarly for Professional roles HEW 9 and below, the Indigenous Employment Strategy Team is notified of vacancies prior to advertisement and may exempt the role from advertising until the potential applicant has been assessed for the role.
- An 'open and competitive' recruitment process is usually conducted for all positions. This means vacant positions must usually be advertised internally and/or externally. However, the following circumstances also qualify as 'open and competitive':
  - a search for a specific role conducted by an approved recruitment agent;
  - a search for a specific role using a targeted search plan approved by the Divisional Director Monash HR.
In this situation, the interim advertising restrictions, redeployment process and indigenous employment strategy continue to apply. If using a search instead of advertising, contact Monash HR to facilitate compliance with these processes.

**Exemptions from external advertising (Internal Only)**

Internal Only advertisements will be exempt from external advertising therefore will only be advertised on the Jobs at Monash website and will only be applicable to relevant Monash University staff.

‘Relevant Monash University staff’ means that only tenured staff and staff on a fixed-term contract who have been appointed through a competitive process are eligible to apply for internal only jobs. This will be indicated in the advertisement by including ‘Monash Staff Only’ in the position title.

**Current advertising restrictions**

Continuing Professional positions: All continuing professional jobs must be approved by VP Admin prior to advertising.

Fixed Term positions: there are no restrictions for fixed term positions

Casual/Sessional Positions: A casual/sessional position may only be up to 16 weeks in duration.

Academic positions: there are no advertising restrictions for Academic positions

**Approval for advertising during restrictions**

If it is determined that approval is required to proceed to external advertising, this may be obtained by selecting VP Admin as the final approver on the Advertised job request in Rex

All advertising for professional roles will only be through online advertising, not print, except with the approval of the Divisional Director, Monash HR.

**Guide for Decision Making**

*Guide for Managers, Deans, Divisional Heads and Campus Pro-Vice Chancellors*

The intention of the restrictions on advertising for professional roles is to ensure careful management of staffing across the University.

In considering whether a role should be advertised, the following can be considered prior to submitting the job request in Rex:

- Is the role required now or can filling be deferred?
- Can work in the unit be redesigned to redistribute the work or reduce the work?
- Can the work be spread across a number of work areas?
- Can the role be undertaken on a part-time basis?
- Can the role be filled on a fixed-term basis rather than continuing?
- Can the function be performed by another area or services combined?
Guide for Functional Heads

The intention of the endorsement by the Functional Heads is to ensure alignment with the strategic directions of the University, consistency in approach across the University, identification of any alternative means to fulfill the role and increase the awareness of the Functional Head of any duplication of services.

In considering whether the role should proceed to be advertised, the Functional Head should have regard to other ways to provide the services required.

It is the role of the Functional Head to initiate discussion with the hiring area regarding the potential non-endorsement of the role or make suggested changes to PD.

Advertising Across Two Levels – Academic and professional

For some specialised positions, it is possible to advertise across two levels where the possibility of securing a suitable candidate who meets all of the requirements of the higher level position is deemed to be difficult. Advertising across two levels must be consistent across the following requirements:

1. In certain specialised positions, where it is considered advertising across two levels will increase the likelihood of finding a candidate.
2. Where classified positions already exist across both levels (vacant or currently filled) in the same organisation unit.
3. In the case of a new position, Key Result Areas (KRAs) must be documented clearly across two levels in two separate position descriptions or a hybrid position description should be developed, characterised by work that is similar across both levels. The accountability and complexity of the tasks will be different and commensurate to the levels. The KSC should also reflect the higher order skills, knowledge and experience or qualifications (in a separate section) that would be required to fulfill the role at the higher level.
4. Not to be used inappropriately as a means to manage the staffing budget.
5. Not be used as a means to downgrade a position.

The following specific recruitment and appointment requirements must also be met:

1. Advertisements should clearly indicate that appointments can be made at either level based on the skills and experience of the selected candidate.
2. Candidates will need to advise in their application if they would like to be considered across either levels or only one of the advertised levels. However, this should not preclude the hiring manager from appointing them at the level deemed most suitable (lower or higher level).
3. Applicants should have access to position descriptions across both levels, or a hybrid position description. Where a hybrid position description is used, it must clearly articulate separate duties/tasks and key selection criteria for each level.
4. When deciding the level to which an applicant is to be appointed, this will be based on qualifications, skills and experience that correspond to the relevant level criteria as appropriate.
5. The business partner is to submit a brief report to the HR Division indicating why an appointment is to be made at the lower level, and highlighting the key areas for development.

Online advertising requirements for Professional and Academic positions

All positions of more than 12 months should be advertised externally i.e. at least on one online job board external to the University, however if you have a suitable candidate in mind, you may limit your advertising to the Jobs at Monash site only.
Vacancies can be advertised simultaneously in print and online media. The Recruitment Advertising Team manages the placement of advertisements onto SEEK and other job boards, including the use of stand out advertisements which ensure your advertisement is always listed at the top of the search page.

Please note that each job board has a 28 day maximum listing period. Advertisements listed on the above job boards for longer than 28 days will be charged a second listing fee.

**Print advertising requirements for Professional and Academic positions**

Print advertising is optional for any advertised academic role or professional role of HEW level 10 and above. In regional areas, print advertising may be considered for roles under HEW level 10.

If advertising in print, you will receive an electronic proof and costing details by email. You will need to approve the advertisement and costs via return email.

Please contact Recruitment Advertising for deadlines for print advertising.

**Professional Roles:**

Executive and HEW Level 10 professional staff positions may be placed as a single display advertisement in a category of choice.

**Academic Roles:**

Where academic staff vacancies are advertised in The Age or The Australian they will appear in the Monash University composite advertisement in the Higher Education section of The Australian on a Wednesday, or in the Monash University composite advertisement in the Higher Education section of The Age on a Saturday.

Professor (Level E) positions may be placed as single display advertisements.

Academic vacancies may also be advertised in the relevant professional journal or section of the newspaper.

Where a search firm is engaged for a senior position (HEW level 10 and above, Level D, E and other senior academic appointments) the recommended advertising strategy of the search firm may be accepted.

**Common publications and publication days**

For a list of the most commonly used publications, websites and publication dates refer to [Common publications and publication days](#).
Hard to fill vacancies

If you are having difficulties sourcing good candidates and would like information on sourcing options or advice on managing candidates please contact the Recruitment Advertising team for further advice and support.

Types of recruitment advertisements

*Print - Composite*

- [Example](pdf)

Composite advertising is the University's preferred method of print advertising as it provides a prominent and noticeable presence in a cost-effective way. Depending on the number of advertisements requested each week, Monash University will usually place a composite advertisement in the Higher Education section of both The Australian and The Age and the Professional section of The Age. A composite advertisement does not include advertisement text.

Individual advertisements within a composite advertisement will be placed according to seniority, followed by alphabetical order (by faculty / division). However, this order may be varied for sizing and/or layout purposes.

*Print - Display*

- [Example for non senior roles](pdf)
- [Example for senior roles](pdf)

Display advertisements stand alone to advertise one vacancy in a particular publication or section of a publication and include advertisement text.

Display advertisements are only available to professional roles at HEW Level 10 and above and academic roles at Level E or above.

*Print - Pointer*

- [Example](pdf)

Pointer advertisements direct applicants to the Monash composite advertisement which is placed towards the beginning of each section.

Recruitment advertisement structure

Online advertisements

Monash University online recruitment advertisements should follow the format and content requirements outlined below:

**Position title - avoid use of acronyms or 'Monash' terms**

**Job Number:** As assigned by Rex
Faculty / Portfolio:  As per Job request

Location:  As per Job request

Employment Type:  As per Job request

Duration:  As per Job request, unless position is continuing (in which case no duration is listed)

Remuneration:  As per Job request (if part time, this section will state the fraction)

Three bullet points, ideally highlighting key/unique benefits of the role, such as

- A point regarding any specific location information/benefits
- A point regarding the type of work being offered (e.g. that the work is challenging and meaningful)
- A point regarding the career development being offered

The next inclusion is a standard blurb outlining the benefits of working for Monash University, from the following selection:

1. Academic (Teaching and Research) staff

At Monash, we want our research to change things for the better, our teaching to set us apart and our social justice agenda to make a global difference. To continue achieving these objectives, we need people who have the same ambitions.

To attract excellent people we know we need to offer excellent benefits and conditions. That’s why when you join Monash, you’ll join a workplace where fairness and flexibility are standards, not afterthoughts. We offer a variety of professional development opportunities, support for research, generous maternity/parental leave and work arrangements that acknowledge one size doesn’t fit all.

OR

2. Research (Research Only) staff

Monash research addresses national issues and global needs. It also improves lives in the communities we serve. If you want to challenge yourself - and do it on a global stage - then Monash could be the place for you.

To attract excellent people we know we need to offer excellent benefits and conditions. That’s why when you join Monash, you’ll join a workplace where fairness and flexibility are standards, not afterthoughts. We offer a variety of professional development opportunities, support for research, generous maternity/parental leave and work arrangements that acknowledge one size doesn’t fit all.

OR

3. Professional and Trades and Services staff

Monash is a dynamic university with a reputation for quality education, outstanding research and meaningful international engagement. We want to make a difference, not only to the communities we work within but the world. If you want to challenge yourself, then Monash could be the place for you. To attract excellent people we know we need to offer excellent benefits and conditions. That’s why when you join Monash, you’ll join a
workplace where fairness and flexibility are standards, not afterthoughts. We offer a variety of professional development opportunities, generous maternity/parental leave and work arrangements that acknowledge one size doesn’t fit all.

A paragraph detailing information regarding the Faculty/Division should then be included where possible.

**The Opportunity**

*This section should include information regarding the specific opportunity being advertised. Typical inclusions are:*

The job - detail role specific information

The person - outline the type of person and skills you are seeking

The offer - information regarding what you are offering the right person

**Enquiries**

*Brief summary of contact details, such as Ms/Mr/Dr/Assoc Prof/Prof First Name Surname, Position Title, on +61 x xxxx xxxx – no email address to be included*

**Position description**

*Attach a copy of the position description to the Job request, under Position Details “Upload Position Description”*

**Closing date**

*This will be inserted by the Recruitment Advertising Team as stated in the job request.*

**Logos:**

*A statement regarding Monash as an Equal Opportunity Employer and logo Fair and Flexible Employer are included in all online advertisements*

**Print advertisements**

Monash University print recruitment advertisements contain the following information:

- Position title - as per Job request
- Department/School / Administrative Unit - as per Job request
- Faculty/Division - as per Job request
- Salary - as per Job request (if part time, this section will state the fraction and Pro-rata)
- Duration - as per Job request, unless position is continuing (in which case no duration is listed)
- Enquiries - as per Job request
- Location - as per Job request
- Job no - allocated by Rex, preceded by ‘Print Ref’.
- Logo - Fair and Flexible Employer
Tips when writing recruitment advertisements

- Follow the formats outlined for online and print advertisements. These are tried and tested advertisement text structures that will ensure Monash University job advertisements contain all relevant information in a logical order, whilst remaining attractive, professional and reader-friendly.
- Allow yourself time to write a great advertisement. Think carefully about the unique selling points for the position and your business area as well as the type of skills you are ideally looking for.
- Consider your ideal candidate:
  - Are they active or passive job seekers?
    - Active candidates tend to look online, in newspapers, corporate websites, talk to their networks and family and friends. They are also likely to be registered with recruitment agencies.
    - Passive candidates may notice a recruitment advertisement in a newspaper, when reading trade journals or listening to the radio. They may also hear about opportunities via their networks and family and friends, sometimes also via company websites.
  - What would make them leave their current job?
  - Why would they want to join Monash University?
  - How will you attract them?
- Consider the job title/heading you would like to use for your advertisement. A good heading will increase your chances of candidates reading the content of your advertisement and will also make your advertisement stand out. In some cases the job title may be the best heading, however you should consider all options.
- The text should aim to attract suitable applicants, whilst always remaining truthful.
- Avoid jargon and Monash University language. Even when advertising Monash Only jobs, jargon may still be difficult for readers to understand from outside your organisational area.
- The job requirements referred to in the advertisement should match with the selection criteria for the position. The advertisement should not refer to any personal characteristics, unless they are an inherent requirement of the job.
- The salary level and superannuation amount must be correctly specified on the job request to avoid incorrect remuneration packages being advertised. Note that salary details in advertisements are listed as a total remuneration package including either 9% or 17% superannuation. For example: Remuneration Package $61,728 - $70,904 pa HEW Level 5 (includes 17% employer superannuation).
- Use conversational language where possible. It is preferred that our advertisements talk to the reader in the first person (i.e. ‘you are’ and ‘you will’) than in the third person.
- Utilise the expertise of the Recruitment Advertising Team. They are dedicated resources for assisting you with creating great advertising copy and placement.
- Consider the following online Monash University resources in relation to writing styles:
  - Monash ‘editorial style guide’
  - Monash ‘writing for the web’
  - the Recruiting Tips and Advice page for more detailed tips.

Other areas of consideration:

- To attract as wide a qualified field as possible, especially for critical or hard to fill roles, consider offering the role as fractional. The following sentence will be included (with the exception of Monash University Library). "This role is a full-time position; however flexible working arrangements may be negotiated." This allows the candidate to request flexible arrangements such as additional leave or work from home arrangements, but does not mean all requests can be accommodated.
There is no need to create a formatted version of your advertisement as all formatting is completed by the Recruitment Advertising Team. All other details about the position are extracted from the Job request.

Recruitment advertising documentation

Required documents

The documentation required to arrange for a position to be advertised comprises:

- the advertisement text
- the classified position description (Professional) or Duties Statement (Academic) in Word format
- an approved Advertised Job request in Rex; and
- any other supporting documentation such as classification advice outcome.

Position description

For professional positions, ensure the position description is in the current format

For academic positions, a duty statement, containing an overview of the duties and responsibilities of the role including appropriate selection criteria, is required. Duty statements for academic staff should be developed in accordance with the Position Classification Standards (teaching and research or research only positions). The duty statement should be inserted into the Position Description Template.

Recruitment advertising deadlines

Advertisements are processed daily.

All documentation must be received by the Recruitment Advertising Team by 5pm on a business day (Monday to Friday), for processing normally within 3 business days. Please note, in some instances advertisements may be processed more quickly.

The job request will be processed for online advertising within three working days, subject to the following:

- All information received by the Recruitment Advertising Team is completed correctly and complies with all approval requirements
- All information is received by the Recruitment Advertising Team no later than 5pm on a business day
- The vacancy is not eligible for consideration under the Advancing Indigenous Employment Policy and/or the Redeployment policy (Please refer to section 2.20).
- The vacancy does not require an ERA assessment (all Level A Research positions are assessed to determine whether they should be altered to professional HEW Level. This should be done by the HR Business Partner in advance of the job request being raised.)
- The vacancy is not withheld for any other specified reason

Delays in advertising may occur if the required documentation is not provided.

Advertisements are normally active on the Jobs at Monash website and two partner online job boards such as SEEK, MyCareer, UniJobs, CareerOne and Campus Review Jobs within 3 working days after the request has been processed.
Please note that recruitment advertising deadlines and timeframes may differ according to public holidays and university holidays. Further information on Christmas Closedown deadlines is listed on the website.

Generally a candidate should be appointed within the six month period following the initial advertisement. Within the six month period other candidates assessed as suitable may be offered the role without the need to re-advertise.

**Recruitment advertising quick reference**

- Check that budget is available for the role. Consider advertising the role as ongoing or longer fixed term. Consider advertising as part time or full time. Check compliance with relevant legislation and procedures.
- Professional staff positions require a classified position description. Ensure that existing PDs do not contain the name of the current or previous incumbent.
- Complete the Job request form on Rex.
- Write the advertisement text.
- Ensure all information is received by the Recruitment Advertising Team no later than 5pm on a business day for processing on the following day:
  - Use Rex to electronically send the job request
  - Upload electronic copy of classified position description (Word format) via Rex.
  - Attach supporting documentation to Rex.
  - Ensure information in Rex is electronically sent through to the correct approvers
- Eligible vacancies will be considered under the Advancing Indigenous Employment Policy and/or the Redeployment policy for referral to indigenous applicants and redeployees.
- HR contact staff in Faculties and Divisions will receive a “proof” for Composite, Stand Alone and Display advertisements by early Thursday morning in the week after the submission deadline. The contact will need to arrange approval of the advertisement and cost via return email by 11am Thursday morning.
- HR contacts will be notified by email that the job has been approved by the Recruitment Advertising Team. The advertisement will become active on the Jobs at Monash website and selected external online job boards, normally no later than three (3) business days after the request is processed.
- Monash Memo is distributed via a weekly global email and contains a link to prompt interested parties to check the Jobs at Monash website for vacant positions.
- Ensure internal staff are aware of the vacancy within your respective areas.

**Re-advertising**

If up to six months has lapsed since the position was advertised, it is considered reasonable to advertise again without seeking new approvals. In order to re-advertise the position in Rex:

- Open original Job request in Rex.
- Take a note of the original position number from the original job request.
- Copy Job (top left hand corner of Job Information Tab).
- Enter original job number as a note in the “Notes" Tab.
- Re-enter the position number as this does not carry over to the copied job request
- Complete all mandatory fields.
- Details of Advertisement, Advertisement - Re-advertised - select “yes”,
- Edit advertisement text, e.g. enquiries contact details, closing date, etc.
- Select “One Stage” Approval Process (authorised approver one should be Recruitment Administrator)

For online advertisements no additional approvals are required. For print advertisements the appropriate financial approval is required. The selection committee should also consider:
• reviewing and amending the position description and job advertisement (if this occurs the approvals process must be re-started);
• widening the search;
• considering the option of an internal transfer, or a secondment from outside the University; and
• deciding not to fill the position and developing an alternate strategy for dealing with the position’s workload.

Redeployment process

**Step 1: Written notification regarding the redeployment process**

A staff member whose position is likely to be declared redundant and who elects to be considered for redeployment will be sent in writing details regarding the redeployment process, including the dates of the designated redeployment period and the name and contact details for the University’s Placement Coordinator.

It will be the responsibility of the staff member to contact the Placement Coordinator.

**Step 2: Interview with adviser and preparation of personal career plan**

The Placement Coordinator will meet with the staff member and may, where appropriate, organise an interview for the staff member with an external career transition adviser. The Placement Coordinator and/or the external career transition adviser will assist the staff member in preparing a written statement that identifies the staff member’s career aspirations, experience, knowledge, level of skills and training needs (“a personal career plan”).

The staff member will provide the final personal career plan and his/her curriculum vitae to the Placement Coordinator.

**Step 3: Identification of potential suitable vacant positions**

During the redeployment period, the Placement Coordinator will review the University’s upcoming vacant positions and will identify any positions that are potentially commensurate with the staff member’s skills, knowledge and expertise.

The Placement Coordinator will contact the staff member when a potential position is identified and the staff member will be asked to indicate whether s/he is interested in the position. Where the staff member is interested in a position (and confirms this by email to the Placement Coordinator), a freeze will be placed on that position for a reasonable period to allow for Step 4, pending which it will not proceed to advertising.

**Step 4: Interview for identified vacant positions**

A panel comprised of the Chair of the Selection Committee for the position, another representative from the Faculty/Division and the Placement Coordinator will interview the staff member to determine whether the position is a suitable vacant position for the staff member to be placed into. If the staff member does not, within a reasonable period, make himself/herself available for interview the selection panel can proceed to make a decision based on the material available to it.

If the position is not determined to be a suitable vacant position, the position will proceed to advertising and the Placement Coordinator and staff member will explore other potential positions for the duration of the designated redeployment period.

Where no suitable vacant positions are available, the staff member’s position will be declared redundant and the
staff member will be paid any redundancy benefits s/he is entitled to under the relevant Enterprise Agreement.

The University’s Placement Coordinator can be contacted via Workplace Relations.

For further information see the Redeployment website.

**Advancing Indigenous Employment scheme**

To support Indigenous recruitment at Monash all available positions at HEW 9 and below are initially provided to the Advancing Indigenous Employment (AIE) Coordinator to search for suitable candidates. The process is as follows:

1. The AIE Coordinator receives a list of positions at HEW 9 and below that are about to be advertised from the Monash HR.
2. The AIE Coordinator reviews the list in relation to suitably qualified Indigenous candidates (within 24 - 48 hours).
3. Where suitable candidates are identified the AIE Coordinator advises the Monash HR which advertisements are to be placed on hold.
4. The AIE Coordinator advises the relevant faculty that their advertisement has been placed on hold.
5. The AIE Coordinator arranges an interview with the Indigenous candidate and the relevant faculty as soon as practicable.
6. Should an Indigenous candidate be found suitable, that candidate is offered the position.

For further information see the Indigenous Engagement Centre website.

**Targeted searches**

Targeted searches are used to identify candidates who belong to a 'category' or 'group' that is under-represented in the work area. All persons contacted during a search process should be informed that all applicants will be assessed on their merits, relative to the position and selection criteria.

The University aims to attract women applicants to senior roles and positions in non-traditional areas. It is recommended that a targeted search be conducted for positions where female staff comprises less than 50% of the total number at the level of the position. Search plans are available from Advancing Women at Monash.

In order to achieve our targets for indigenous staffing, the University aims to attract Aboriginal and Torres Strait Islander candidates for positions across all levels of the University. For further information see the Indigenous Engagement Centre website.

Please note that whilst targeted searches are an effective means of attracting potential candidates, staff conducting the searches should keep the provisions of the Information Privacy Act 2000 and the Freedom of Information Act 1982 (Victoria) in mind. Targeted individuals may have the right to access any personal information that is held about them by Monash University, subject to applicable exemptions from disclosure provided for in the Freedom of Information Act 1982 (Victoria). This may include details about the person or organisation that recommended them for the position.
Recruitment Agencies

The University has a successful record of attracting quality staff through its own recruitment processes. However, there are some instances where it may be beneficial to utilise one of the University's pre-qualified recruitment agencies such as:

- for senior and executive level positions (this is coordinated via the Monash HR or other central administrative areas);
- where the regular Monash University recruitment process did not identify an appointable candidate; and
- in highly specialised or niche areas, or disciplines where there is known to be candidate scarcity.

The University has appointed a panel of endorsed recruitment suppliers to provide hiring managers with additional help, if required, in addressing the University’s diverse recruitment requirements. Further information on the endorsed suppliers is available on the [Endorsed Relocation and Migration Service Providers](#) page. For more information on the use of recruitment agencies please contact the Recruitment Advertising Team on 9902 9569, 9902 9524 or 9902 9498.

Sponsorship / Visas

When considering whether to include candidates who require sponsorship to work in Australia, please think about the following:

- Whether a sufficient talent pool is already available in Australia;
- The budget available to fund the appointment (immigration and relocation costs can range from $1,500 to $20,000); and
- Start date requirements (obtaining visas and relocating staff can delay the start date by a month or more).

Generally the University only sponsors academic staff however exceptions can be sought. For example if the position requires skills listed Skilled Occupation List. This list is currently being reviewed by the Department of Immigration and Citizenship.

Endorsed suppliers have been appointed to assist the University obtain the appropriate visas. Refer to the HR [recruitment suppliers](#) page for further information.

For further information see [Visa and Immigration Information](#) or contact your relevant HR Business Partner.

Recruitment campaigns

A recruitment campaign is useful when an organisational area would like to run one advertisement, however has multiple roles to advertise. Examples could include:

- The same type of role at different HEW levels (e.g. multiple Lecturer positions, Levels B-C); or
- A variety of roles within the same organisational area (e.g. various Finance roles available)

The process to create a recruitment campaign in Rex is as follows

- Write the advertisement text. Refer to [Tips for writing recruitment advertisements](#).
- Email to adverts@monash.edu advising you would like a campaign to be created
• The Recruitment Advertising Team will offer advice and assistance regarding your campaign advertisement options, including:
  o The different ways your advertisement can appear in job search results lists on the Jobs at Monash page
  o Customised application forms

**Tips when creating recruitment campaigns**

• If you need to advertise for more than one of exactly the same position, a campaign advertisement is not required.
• Make the advertisement appealing to the broad audience you are targeting.
• Candidate requirements should be made clear for each type of position where possible.
• Ensure the application form adequately gathers candidate requirements for your purposes. This will assist when sorting through applications.
• Carefully consider your use of descriptive words when writing the advertisement text to ensure the most suitable applicants understand they should apply. If the advertisement describes skills that are too specific, it may result in a very narrow selection of applications. Conversely if the advertisement is too vague, there could be a large number of applications to sift through.
• Carefully consider the appropriate advertising time frame for the campaign, to ensure candidates have enough time to apply and that those who applied early on in the process will not lose interest.

Other areas of consideration:

• Candidate applications received from a campaign advertisement cannot be assigned to selection committee members from within the system. Application details can, however, be sent using the “Compile & Send” functionality.
• Any appointments must be made using the direct (usually non-advertised) appointment process.

**PhD Scholarships / Masters opportunities**

PhD Scholarships/ Masters cannot be created or appointed through Rex.

To advertise a PhD Scholarship / Masters opportunity you will need to provide the following details in an email to adverts@monash.edu:

1. Memo: (Microsoft Word Format)
   o Type of role - PhD Scholarships, Masters
   o Stipend value AUS$
   o Domestic or International students welcomed
   o International students restrictions / conditions
   o Signed off by the supervisor / direct manager and Dean
2. Advertisement Text - Clearly state the opportunity and what it entails (Microsoft Word Format)
3. Position Description (Microsoft Word Format) - If relevant to the position
4. Two preferences of Job Board listings - Seek, MyCareer, CareerOne, UniJobs, Campus Review
5. Recruitment Advertising will create a campaign with the details that are provided and commence the advertising process
6. The newly created opportunity will appear under your Rex User Profile for you to manage applications through the Jobs At Monash Website and two other external job boards selected from our standard list

For any further information, please contact adverts@monash.edu or Recruitment Advertising on 9902 9569.
Recruitment Definitions

**Achievement relative to opportunity:** is an evaluative framework in which the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements. Assessing achievements relative to opportunity involves giving consideration to circumstances, arrangements, career histories and overall time available to the staff member. This in turn allows appropriate evaluation of achievements in relation to:

- the quantum or rate of productivity,
- the opportunity to participate in certain types of activities, and
- the consistency of activities or output over the period of consideration.

Achievement relative to opportunity is a positive acknowledgement of what a person can and has achieved given the opportunities available and is not about providing “special consideration” or expecting lesser standards of performance.

**CAPA:** means Committee for Academic Promotions and Appointments Levels B-D. CAPA is chaired by the Deputy Vice-Chancellor (Education).

**Casual staff:** are non-academic or professional staff who are engaged by and paid by the hour where the nature of the work is ad hoc or short term in nature and where flexibility to vary hours or modify employment is required (eg to cover leave absences or provide assistance for additional, seasonal or special project type work).

**Chair:** is the chair of the selection committee and is the person with the delegated authority to select the successful candidate (or a nominee of the person with the delegated authority).

**Dean or Divisional Director:** means the dean of the faculty or director of the division (or equivalent) or his or her nominee in any case where the dean or director has formally nominated a person to act as his or her nominee for the purpose.

**Direct appointment:** occurs where there are special and exceptional circumstances to appoint a person directly into a position without following the Recruitment, Selection and Appointment Procedure – Recruitment of fixed-term and continuing staff.

**Estimated Activity Profile (EAP):** is a document provided to sessional staff at the time of appointment that summarises the estimated duties required for the engagement, the estimated number of hours required and the rate of pay for each class of duty.

**Faculty or Divisional Cluster:** refers to a cluster of Faculties and/or administrative Divisions that is serviced by a particular HR Service Hub. The Faculty or Divisional Clusters at the University are (1) Central Portfolios & PVC Gippsland, (2) Research & Information Services, (3) Social Sciences & Creative Arts, (4) Engineering & Sciences, (5) Arts, Education & Law and (6) Biomedical Sciences.

**Functional Head:** is usually the Divisional Director of a particular administrative function who has the responsibility for approving professional staff positions where the primary professional function of the role falls within their administrative portfolio (eg. the Executive Director, Monash HR is the Functional Head for all HR activities at the University and approves all professional staff roles that primarily perform an HR-related role).

**GCHE:** means the Graduate Certificate of Higher Education.
**Head of unit**: is a head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as his or her nominee.

**Hiring manager**: is the manager responsible for filling the vacancy, usually the supervisor of the position.

**HR Business Partner**: is a member of the Monash HR community who operates as a strategic partner responsible for providing a range of human resources services for an assigned Faculty or administrative Division. HR Business Partners are located within a HR Service Hub.

**HR Service Hub**: is the centre for human resources services and activities within a Faculty or Divisional Cluster.

**Job Request**: is the screen in Rex where all necessary information relating to a particular position is recorded.

**Lead HR Business Partner**: is a member of the Monash HR management team who operates as a senior HR Business Partner responsible for the strategic and operational management of the human resources services and activities in a HR Services Hub.

**Position description**: document that describes the organisational location, primary objectives, key responsibilities and results areas and the key selection criteria for a position.

**President-led campus**: refers to the University's campuses which have local governance and independent budgetary control, including the Gippsland campus, Monash South Africa and the Malaysian Sunway campus.

**Relevant Enterprise Agreement**: means the Enterprise Agreement that applies to a particular staff member. The Monash University Enterprise Agreement (Academic and Professional Staff) 2009 will apply to academic and professional staff at the University and, depending on the services provided by a trades and services staff member, the Monash University Enterprise Agreement (Trades and Services staff - Building and Metal Trades Staff staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 will apply.

**Rex**: is the University's online recruitment system, which administers job requests, selections, appointments and generates employment contracts.

**Selection criteria**: specify qualifications, knowledge, experience and demonstrated abilities required to perform the duties and responsibilities of the position.

**SPAC**: means the Special Professorial Appointments Committee. SPAC is a committee operating under University Council delegation to the Vice-Chancellor and is responsible for approving all special professorial appointments. SPAC is chaired by the Vice-Chancellor.

**Special and exceptional circumstances**: for the purposes of this procedure, include:

- where the nominee has a unique or specific skill set which is strongly desired by the University;
- where the appointment is integral to maintain the stability of a research team;
- where the nominee has achieved a distinction of high order in his or her field of research;
- where it can be demonstrated that advertising would not provide an advantage to the University; and
- where rapid action needs to be taken in order to attract an outstanding candidate, or to keep a key staff member at the University.

**Sessional staff**: are academic Teaching Associates who are appointed to undertake a single or specific number of sessions related to demonstrating, tutoring, lecturing, marking, supervision, academic research assistance, music accompanying with special educational service, undergraduate clinical nurse education or other required academic activity.
Primary Professional Function and Functional Head

Identification of the relevant professional function assists in workforce management across the University. Endorsement by the relevant Functional Head is to ensure alignment with the strategic directions of the University, consistency in approach across the University, identification of any alternative means to fulfill the role and increase the awareness of the Functional Head of any duplication of services.

How to choose the correct Primary Professional Function

The Primary Professional Function Table outlines the definition of the nominated professional functions. Where you have a ‘hybrid’ role (ie a role that contains more than one professional functions) choose the most important function or the one that has the largest time commitment.

Please note: a professional function should not be confused with the location of the role. For example an IT Support Officer within the Library would have a primary professional function of 'Information Technology', rather than 'Library', which is where the role is located.]

Role of the Functional Head

In considering whether the role should proceed to recruitment, the Functional Head should have regard to other ways to provide the services required. It is the role of the Functional Head to initiate discussion with the hiring area regarding the potential non-endorsement of the role.

Not all Primary Professional Functions have a relevant Functional Head. Jobs performing functions with no relevant functional head will be verified by Monash HR.

Primary Professional Function Table

<table>
<thead>
<tr>
<th>Primary Professional Function (most important element or the largest time element)</th>
<th>Choose if the duties of the role primarily involve:</th>
<th>Functional Head Approver</th>
</tr>
</thead>
</table>
| Finance | Undertaking finance-related functions such as:  
  • procurement and purchasing  
  • preparing accounts  
  • ensuring compliance  
  • preparing financial reports  
  • prepare and coordinate budgets  
  • provide financial advice  
  • manage assets register  
  • audit or manage a finance function | Divisional Director, Corporate Finance |
<table>
<thead>
<tr>
<th>Monash HR</th>
<th>Undertaking human resources related work such as:</th>
<th>Divisional Director, Monash HR</th>
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<tbody>
<tr>
<td></td>
<td>• HR strategy, governance, recruitment, promotions, probations,</td>
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<td></td>
<td>• HR transactions, timesheets, scheduling, leave processing, managing and processing payroll and superannuation,</td>
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<td></td>
<td>• manage training, learning and development,</td>
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<td></td>
<td>• career planning and performance management</td>
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<td></td>
<td>• provision of advice on HR matters or industrial relations matters.</td>
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</tbody>
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<thead>
<tr>
<th>Information Technology</th>
<th>Undertaking or managing technology related work, in areas such as:</th>
<th>Chief Information Officer and Executive Director, ITS</th>
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<tbody>
<tr>
<td></td>
<td>• networking and infrastructure services,</td>
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<td></td>
<td>• messaging and identity services,</td>
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<td></td>
<td>• network support (voice and data),</td>
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<td></td>
<td>• IT security and risk management,</td>
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<td></td>
<td>• IT governance or project management,</td>
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<td></td>
<td>• enterprise applications and support,</td>
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<td></td>
<td>• service desk support and management,</td>
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<td></td>
<td>• website management (excluding content which is a marketing and communications function),</td>
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<td></td>
<td>• development and management of local and University-wide databases and systems.</td>
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<tr>
<td>Marketing, Student Recruitment and Communications</td>
<td>Undertaking or managing marketing or communications functions, such as:</td>
<td>Director, Marketing and Communications</td>
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<td>--------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
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<td>• preparing publications,</td>
<td>• preparing publications,</td>
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<td>• design for media,</td>
<td>• design for media,</td>
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<td>• event management,</td>
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<td>• media advisory services,</td>
<td>• media advisory services,</td>
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<td>• market research,</td>
<td>• market research,</td>
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<tr>
<td>• advertising and branding,</td>
<td>• advertising and branding,</td>
<td></td>
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<tr>
<td>• developing faculty or University-wide publications,</td>
<td>• developing faculty or University-wide publications,</td>
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<tr>
<td>• manage recruitment events and materials for domestic students and/or international students,</td>
<td>• manage recruitment events and materials for domestic students and/or international students,</td>
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<tr>
<td>• manage relationships with international recruitment agents,</td>
<td>• manage relationships with international recruitment agents,</td>
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<tr>
<td>• manage international student enquiries and admission process.</td>
<td>• manage international student enquiries and admission process.</td>
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<tr>
<td>• Develop and maintain web content for Monash University central, faculty or school websites (excluding IT development).</td>
<td>• Develop and maintain web content for Monash University central, faculty or school websites (excluding IT development).</td>
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<thead>
<tr>
<th>Library</th>
<th>Undertaking library functions such as:</th>
<th>University Librarian</th>
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<tbody>
<tr>
<td>• governance of the library and policies and procedures relating the library,</td>
<td>• governance of the library and policies and procedures relating the library,</td>
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<tr>
<td>• provide academic and student information services,</td>
<td>• provide academic and student information services,</td>
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<tr>
<td>• prepare and deliver documents to individuals and libraries,</td>
<td>• prepare and deliver documents to individuals and libraries,</td>
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<tr>
<td>• duties relating to the management of the library website,</td>
<td>• duties relating to the management of the library website,</td>
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<td>• manage physical content (excluding purchasing/procurement which is finance),</td>
<td>• manage physical content (excluding purchasing/procurement which is finance),</td>
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<tr>
<td>• provide learning skills advice for students,</td>
<td>• provide learning skills advice for students,</td>
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<tr>
<td>• collect and store data about University publications,</td>
<td>• collect and store data about University publications,</td>
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<tr>
<td>• perform general library operations (shelving books, etc),</td>
<td>• perform general library operations (shelving books, etc),</td>
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<tr>
<td>• manage a library function.</td>
<td>• manage a library function.</td>
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| **Student Support and Services** | Undertaking functions relating to the recruitment and management of students at the University. Includes functions such as:

- recruitment activities,
- managing the admissions process, including applications, offers, acceptances and enrolments, processing of relevant forms,
- provide advice regarding the administration of their course,
- manage student enquiries,
- provide academic skills support to students,
- provide an induction/orientation program for new students,
- provide equity and access support,
- provide support to international students,
- provide career support,
- provide counselling services,
- process unit results in student management system (Callista),
- coordinate academic progress committees,
- manage a student support or service area | **Divisional Director, Student and Community Services** |
|---------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| **Research Support**            | • Supporting the work of researchers,  
|                                 | • administration and writing of grant applications,  
|                                 | • liaise with granting bodies on compliance rules,  
|                                 | • assist with finalising contract documentation for awarded grants,  
|                                 | • ensure fund availability,  
|                                 | • manage awarded grants until completion,  
|                                 | • develop and maintain information systems used to administer research,  
|                                 | • other support as required.  
|                                 | • Manage or lead research. | **HR verification (via Recruitment Advertising Team)** |
| Facilities and Services | Undertaking functions relating to property management such as:  
|------------------------|-------------------------------------------------------------------|----------------------------------|
|                        | • provide trades and services,  
|                        | • grounds and waste maintenance,  
|                        | • traffic and parking management,  
|                        | • fleet management,  
|                        | • provide campus security,  
|                        | • mail and courier services,  
|                        | • print services, space management,  
|                        | • capital and asset planning,  
|                        | • project management,  
|                        | • manage energy and water. | Divisional Director, Facilities and Services |
| Community Engagement including donor and alumni | Undertaking functions relating to donor, alumni and community relations such as:  
|-----------------------------------------------|-------------------------------------------------------------------|----------------------------------|
| Community Engagement including donor and alumni | • external relations governance,  
|                                | • form working partnerships with organisations outside of the University,  
|                                | • manage the workplace giving program,  
|                                | • manage relations with alumni,  
|                                | • manage promotion activities to sponsors and donors,  
|                                | • manage and promote the University’s profile/reputation.  
|                                | • Manage relationships with former staff,  
|                                | • manage relationships with government and government agencies,  
|                                | • manage relationships with industry partners and for social inclusion. | Vice-President (Advancement) |
| Executive assistance/personal assistance | Support for senior executive with functions such as:  
|-----------------------------------------------|-------------------------------------------------------------------|----------------------------------|
| Executive assistance/personal assistance | • diary management,  
|                                | • meeting support,  
|                                | • reception,  
|                                | • drafting correspondences,  
|                                | • screen incoming calls,  
|                                | • check emails,  
|                                | • send mail,  
<p>|                                | • secretariat support. | HR verification (via Recruitment Advertising Team) |</p>
<table>
<thead>
<tr>
<th><strong>Teaching support</strong></th>
<th>Undertake functions to support academics in:</th>
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<tbody>
<tr>
<td></td>
<td>• the performance of teaching activities</td>
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<td>(excludes management of assessment and exams</td>
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<td></td>
<td>and academic enrichment/professional</td>
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<td>development programs).</td>
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<td></td>
<td>• Includes timetabling and lecture theatre</td>
</tr>
<tr>
<td></td>
<td>management,</td>
</tr>
<tr>
<td></td>
<td>• materials preparation,</td>
</tr>
<tr>
<td></td>
<td>• preparing and distributing course evaluation</td>
</tr>
<tr>
<td></td>
<td>materials,</td>
</tr>
<tr>
<td></td>
<td>• collecting and compiling feedback and</td>
</tr>
<tr>
<td></td>
<td>preparing reports,</td>
</tr>
<tr>
<td></td>
<td>• lab preparation and support.</td>
</tr>
<tr>
<td>Divisional Director,</td>
<td></td>
</tr>
<tr>
<td>Student and</td>
<td>Student and Community Services</td>
</tr>
<tr>
<td>Community Services</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sport</strong></th>
<th>Sport-related roles such as:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• lifeguard,</td>
</tr>
<tr>
<td></td>
<td>• fitness instructor (excluding</td>
</tr>
<tr>
<td></td>
<td>where the function matches a</td>
</tr>
<tr>
<td></td>
<td>primary function in the</td>
</tr>
<tr>
<td></td>
<td>table above).</td>
</tr>
<tr>
<td>Director,</td>
<td>Monash Sport</td>
</tr>
<tr>
<td>Monash</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Legal, Risk Management and Audit Services</strong></th>
<th>Includes legal professionals - lawyers, legal secretaries - and auditors and risk managers, excluding risk relating to IT. Undertake functions relating to reviewing of systems of governance, risk management and internal controls, managing insurance portfolio for the University, provide advice and support regarding risk management - excluding risk relating to IT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR verification (via Recruitment Advertising Team)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>General Administration/Reception</strong></th>
<th>Provide general administration assistance not covered by one of the other functions above. Includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• photocopy and file documents,</td>
</tr>
<tr>
<td></td>
<td>• data entry,</td>
</tr>
<tr>
<td></td>
<td>• reception,</td>
</tr>
<tr>
<td></td>
<td>• customer service (other than students or staff),</td>
</tr>
<tr>
<td></td>
<td>• answer calls,</td>
</tr>
<tr>
<td></td>
<td>• take messages,</td>
</tr>
<tr>
<td></td>
<td>• manage faxes,</td>
</tr>
<tr>
<td></td>
<td>• organise and schedule use of general meeting rooms,</td>
</tr>
<tr>
<td></td>
<td>• may include office stationery purchasing.</td>
</tr>
<tr>
<td>HR verification (via Recruitment Advertising Team)</td>
<td></td>
</tr>
</tbody>
</table>
| **Managerial/Governance** | Undertaking a managerial role or university governance that is not primarily a managerial or governance function under one of the other professional functions. Roles would include:  
- school manager and  
- business manager. | HR verification (via Recruitment Advertising Team) |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| **Other Professional Services** | Undertake professional services functions not covered by other listed functions eg:  
- health professional,  
- institutional data analysis and statistical services,  
- commercial activities,  
- retail services. | HR verification (via Recruitment Advertising Team) |
<table>
<thead>
<tr>
<th>Label</th>
<th>SAP Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>NEW Continuing/Fixed term  &lt;br&gt; Never been employed by Monash or a Monash Associated Entity. No record would ever have existed in SAP. NO SAP ID should be included in the Rex Offer card</td>
</tr>
<tr>
<td>S2</td>
<td>Monash Associated Entity or Scholarship NEW Cont’g/F’term  &lt;br&gt; Previous or Current Monash Associated Entity or Scholarship must be hired using a new SAP Pers.ID. Record located in SAPs either a Scholarship or for one of the Monash Associated entities including, MSA, MPA, AIJA, Monash College, etc. NO SAP ID should be included in the Rex Offer card</td>
</tr>
<tr>
<td>S3</td>
<td>ReHire NEW Continuing/Fixed term  &lt;br&gt; EE has a SAP record that has Withdrawn status and is now starting a new continuing or fixed term contract. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S4</td>
<td>Cont’g/F’term NEW Cont’g/F’term  &lt;br&gt; SAP Active status record either Continuing or Fixed term proceeding with Change in Position, Employment Contract, Department, Promotion or Transfer into new Continuing or Fixed term contract. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S5</td>
<td>Cas/Sess CHANGE Continuing/Fixed term  &lt;br&gt; Current SAP Casual or Sessional with Active status ending contract to start new Continuing or Fixed term contract. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S6</td>
<td>Proceed on Secondment  &lt;br&gt; Current SAP Continuing or Fixed term Active status proceeding on Secondment. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S7</td>
<td>EXTEND Casual / Sessional  &lt;br&gt; Current EE Extend Contract End Date for Casual or Sessional contract. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S8</td>
<td>Current EE Grp K M N O NEW Appointment  &lt;br&gt; Current External Paid, Unpaid, Joint Appointee or Occ. Trainee beginning a new Continuing, Fixed term, Casual or Sessional contract. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S9</td>
<td>NEW Casual/Sessional  &lt;br&gt; Never been employed by Monash or a Monash Associated Entity. No record would ever have existed in SAP. NO SAP ID should be included in the Rex Offer card</td>
</tr>
<tr>
<td>S10</td>
<td>Monash Assoc. Entity or S'ship NEW Cas/Sess  &lt;br&gt; Previous or Current Monash Associated Entity or Scholarship require new SAP Pers.ID. Record located in SAP is either a Scholarship or for one of the Monash Associated entities including, MSA, MPA, AIJA, Monash College, etc. NO SAP ID should be included in the Rex Offer card</td>
</tr>
<tr>
<td>S11</td>
<td>ReHire TO New Casual/Sessional  &lt;br&gt; EE has a SAP withdrawn record and starting a new casual or Sessional contract. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S12</td>
<td>Consecutive Casual/Sessional  &lt;br&gt; Current Continuing or Fixed term contract ends and new Casual or Sessional contract commences back to back. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S13</td>
<td>Current EE Grp A-D G H ALSO Cas/Sess  &lt;br&gt; Overlapping Continuing, Fixed term, Casual or Sessional contracts with policy guidelines met to allow concurrent employment arrangement. Note in Basic Pay (I0008) to note condition must include when applicable Sessionals capped at 4hrs maximum work. SAP ID MUST be included in the Rex Offer card</td>
</tr>
<tr>
<td>S14</td>
<td>Current Occ.Trainee ALSO Cas/Sess  &lt;br&gt; Overlapping Occupation Trainee with Casual or Sessional contracts can occur however new Casual or Sessional must be made under new SAP Pers.ID NO SAP ID should be included in the Rex Offer card</td>
</tr>
</tbody>
</table>
### Recruitment approvals

Following is a list of the delegated authorities for approval of all advertised recruitment actions at the University.

<table>
<thead>
<tr>
<th>Position</th>
<th>Approval to establish a new position</th>
<th>Approval of a job request (Job Card)</th>
<th>Selection of the incumbent (chair of the Selection Committee)</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic (Level E)</td>
<td>Vice-Chancellor or Senior DVC and DVC (R), DVC(E), DVC(Global Engagement) and President, Academic Board (as a group)</td>
<td>For new positions: Vice-Chancellor or Senior DVC and DVC (R), DVC(E), DVC(Global Engagement) and President, Academic Board (as a group)</td>
<td>Vice-Chancellor (for teaching and research positions)</td>
<td>Manager, Senior Academic Appointments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For existing positions: DVC (Education)</td>
<td>SPAC (for research-only positions)</td>
<td></td>
</tr>
<tr>
<td>Academic (Level D)</td>
<td>Dean</td>
<td>Dean (or PVC for Gippsland, MSA and Sunway)</td>
<td>Dean and DVC (Education) (for teaching and research positions)</td>
<td>Manager, Senior Academic Appointments</td>
</tr>
<tr>
<td>Academic (Level C)</td>
<td>Dean</td>
<td>Dean (or PVC for Gippsland, MSA and Sunway)</td>
<td>Dean (or PVC for Gippsland, MSA and Sunway with Dean on the Committee)</td>
<td>Lead HR Business Partner</td>
</tr>
<tr>
<td>Academic (Level B)</td>
<td>Dean</td>
<td>Dean (or PVC for Gippsland, MSA and Sunway)</td>
<td>Dean (or PVC for Gippsland, MSA and Sunway with Dean on the Committee)</td>
<td>Lead HR Business Partner</td>
</tr>
<tr>
<td>Academic (Level A)</td>
<td>Dean</td>
<td>Dean (or PVC for Gippsland, MSA and Sunway)</td>
<td>Dean (or PVC for Gippsland, MSA and Sunway with Dean on the Committee)</td>
<td>Lead HR Business Partner</td>
</tr>
<tr>
<td>Professional (above Level 10D)</td>
<td>Vice-President (Administration)</td>
<td>Dean and Deputy Vice-Chancellor or Vice-President</td>
<td>Dean and Deputy Vice-Chancellor or Vice-President</td>
<td>Manager, Remuneration and Senior Professional Appointments</td>
</tr>
<tr>
<td>Professional (Level 10A to 10D)</td>
<td>Dean or Deputy Vice-Chancellor/ Vice-President</td>
<td>Dean or Deputy Vice-Chancellor or Vice-President</td>
<td>Dean or Deputy Vice-Chancellor or Vice-President</td>
<td>Manager, Remuneration and Senior Professional Appointments</td>
</tr>
<tr>
<td>Professional (HEW1 to 9)</td>
<td>Dean or Divisional Director</td>
<td>Dean or Divisional Director</td>
<td>Dean or Divisional Director</td>
<td>Lead HR Business Partner</td>
</tr>
</tbody>
</table>
Direct Appointments Approvals

Direct appointments are appointments made for 12 months or greater where it has been determined that there are special and exceptional circumstances for not advertising the position. It is the responsibility of Monash HR to ensure that there is a statement outlining the case for a direct appointment and that the statement meets the eligibility criteria for a direct appointment in the Recruitment, Selection and Appointment Procedure – Direct Appointments. Please note that these delegations are dependent on some proposed changes to the approval delegations for education-focused roles. We will let you know whether the proposed changes have been endorsed when the procedures are finalised and released.

<table>
<thead>
<tr>
<th>Academic (Level E)</th>
<th>Approval of the direct appointment</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPAC</td>
<td>Manager, Senior Academic Appointments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic (Level D)</th>
<th>Approval of the direct appointment</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean and DVC (Education) (for teaching &amp; research*) or DVC (Research) (for research-only)</td>
<td>Manager, Senior Academic Appointments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic (Level C)</th>
<th>Approval of the direct appointment</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean and DVC (Education) (for teaching &amp; research) or DVC (Research) (for research-only)</td>
<td>Manager, Senior Academic Appointments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic (Level B)</th>
<th>Approval of the direct appointment</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Continuing appointments</strong>: Dean and DVC (Education) (for teaching and research) or DVC (Research) (for research-only)</td>
<td><strong>Continuing appointments</strong>: Manager, Senior Academic Appointments</td>
</tr>
<tr>
<td></td>
<td><strong>Fixed-term appointments</strong>: Dean</td>
<td><strong>Fixed-term appointments</strong>: Lead HR Business Partner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic (Level A)</th>
<th>Approval of the direct appointment</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Continuing appointments</strong>: no continuing direct appointments allowable at Level A</td>
<td>Lead HR Business Partner</td>
</tr>
<tr>
<td></td>
<td><strong>Fixed-term appointments</strong>: Dean</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional (above Level 10 and above)</th>
<th>Approval of the direct appointment</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean or Divisional Director and Vice-President (Administration)</td>
<td>Manager, Remuneration and Senior Professional Appointments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional (HEW1 to 9)</th>
<th>Approval of the direct appointment</th>
<th>Approval of the appointment process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean or Divisional Director and Executive Director (Monash HR)</td>
<td>Lead HR Business Partner</td>
</tr>
</tbody>
</table>

* All reference to “teaching and research” roles include education-focused roles.