

# Human Resources Policy

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## INTRODUCTION

The University is committed to creating an environment and a management culture that fosters excellence, innovation and teamwork in all areas of University activity, as well as an organisational culture of working safely to protect its people, property and community. The University is also committed to attracting potential staff members, and to providing targeted development opportunities to produce a pool of high-calibre professionals capable of leading the University into the future. The University expects a high level of professional conduct from staff members, and recognises its responsibility to pursue its mission, goals and objectives, and the need to conduct its business, in accordance with prevailing community and legislated standards of best practice.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 8 Section 15.

## INTENT

The intent behind this policy is to provide the overall framework for management of the University's staff members.

## RELEVANT DEFINITIONS

In the context of this document

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff members and students they include the Charles Darwin University Act (2003), by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent; and

**Staff member** means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee.

## POLICY

The University aims to achieve high standards of performance and utilise its resources in a financially responsible and sustainable manner. This will be achieved by:

- Recruiting, appointing and retaining staff members whose skills and attributes best fit the University's vision, mission and strategic objectives. Good recruitment practice is based on the following principles:
  - Merit based selection;
  - Equal employment opportunity is supported;
  - Diversity is valued and respected;
  - Fairness and transparency is applied, free from conflicts of interest and unlawful discrimination;
  - Processes are responsive to local area needs, timely and cost efficient;
  - Aligned with the goals, objectives and values stated in the University's Strategic and Operational Plans; and
  - Encouragement of applications from the widest pool of candidates meeting the selection criteria.
- Encouraging a culture that values health, safety and staff member wellbeing as fundamental components of the work environment, supported by safe systems of work, appropriate governance, training, management structures and operational strategies in accordance with the [Work Health and Safety Policy](#):
  - Integrating work health and safety and staff member wellbeing into mainstream management systems and align work, health and safety activities with the University's mission, vision, values and strategic objectives;
  - Minimise the risk of injury and illness to its staff members and other members of the University community by adopting a planned and systematic approach to the management of work health and safety and staff member wellbeing including the identification, assessment and elimination or minimisation of hazards and risks;
  - Develop, monitor and evaluate work health and safety and staff member wellbeing activities and performance, to ensure they are effective and up-to-date;
  - Communicate and consult with staff members and key stakeholders and encourage their contribution to the decision-making processes affecting the work health and safety and staff member wellbeing of all persons at the University;
  - Utilise appropriate internal and/or external expertise when required in all work, health and safety and staff member wellbeing activities;
  - Aims to have in place an Work Health and Safety Policy framework consistent with Australian standards, and work health and safety systems in accordance with any related University governing documents and relevant Commonwealth or State legislation; and
  - Recognises that its staff members are its most valuable resource and will ensure that should a work related injury occur, equitable claims management practices and effective rehabilitation services will be provided, with the aim of full recovery and a safe and sustainable return to work.
- Providing development opportunities and career pathways for all staff members as well as the reward and acknowledgement of staff members' excellent contribution to the University's

research, teaching and administrative achievements. Performance, development and promotion practices are based on the following principles:

- Supervisors and staff members proactively manage, support and encourage professional development in order to help the staff member to attain his or her full potential in the workplace;
- Performance, development and promotions processes that are:
  - Objective and constructive evaluation of a staff member's progress;
  - Inclusive, respectful of diversity and promote equitable access for all staff members;
  - Informed by the University's strategic, operational, and legislative requirements; and
  - Transparent and fair.
- Staff members are encouraged, recognised and/or rewarded for high-performance, sustained excellence and work-related achievements;
- Academic promotions recognise sustained excellence and encourage applications from a diverse range of academic staff; and
- Staff members contribute to building an organisational culture that reflects behaviour aligned with the University's [Code of Conduct](#), Strategic Plan and other Governing Documents.
- Using competitive remuneration and benefits to attract reward and retain staff members with fair and transparent processes that:
  - Recognise work value and classification standards as the underlying elements for determining remuneration;
  - Are sufficiently flexible and competitive to meet the needs of the business area;
  - Encourage, recognise and reward high performance by staff members and contribute to the overall success of the University;
  - Comply with relevant legislation, industrial requirements and obligations;
  - Are confidential and maintained in accordance with privacy requirements;
  - Motivate staff members to achieve high performance with financial and non-financial rewards and where possible are tailored to meet the needs of the individual and the University;
  - Leave entitlements and requests are managed in a way that takes into account staff members and operational requirements; and
  - Are set according to the University's strategic and operational requirements and reflect the broader economic environment in which the University operates.

## ESSENTIAL SUPPORTING INFORMATION

Internal

[Charles Darwin University and Union Enterprise Agreement](#)

[Charles Darwin University Strategic Plan](#)

[Code of Conduct](#)

[Conflicts of Interest Policy](#)

[Equal Opportunity Policy](#)

[Quality Policy](#)

[Privacy and Confidentiality Policy](#)

[Work Health and Safety Policy](#)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Jul 2017
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	Creation of original document and upload to CDU website.
1.01	29 Dec 2010	Governance	<ul style="list-style-type: none"> <li>• Convert document to new template</li> <li>• Add statement of authority, relevant definitions, document history and version control and essential documents in keeping with new policy format.</li> <li>• Amend minor grammatical and spelling errors.</li> <li>• Amend Deputy Vice-Chancellor Research to Deputy Vice-Chancellor Research and International to reflect change in position title.</li> <li>• Amend Pro Vice-Chancellor, Teaching and Learning to Senior Deputy Vice-Chancellor to reflect change in position title.</li> <li>• Amend Audit and Risk Committee to Finance, Risk and Review Committee to reflect change in committee title.</li> <li>• Senior Staff changed to Senior Executive.</li> <li>• Dean changed to Pro Vice-Chancellor to reflect title change.</li> <li>• Wording 'Internal Audit Function' removed as no longer in use.</li> </ul>
1.02	28 Jan 2011	Governance	<ul style="list-style-type: none"> <li>• Minor changes to spelling, grammar and formatting.</li> <li>• Addition of hyperlinks.</li> </ul>
1.03	10 Jan 2012	Governance	<ul style="list-style-type: none"> <li>• Removal of reference to Finance, Risk and Review Committee as no longer active.</li> <li>• Amended position titles in accordance with new organisational chart.</li> <li>• Update hyperlinks</li> <li>• Minor changes to grammar and formatting</li> </ul>
1.04	6 Feb 2013	Governance	<ul style="list-style-type: none"> <li>• Converted document to new template</li> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, formatting and grammar</li> <li>• Assigned document number</li> <li>• Addition of relevant definitions</li> </ul>
2.00	30 Jul 2014	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Major Review of document to make it more relevant and applicable to the current environment.</li> </ul>

			<ul style="list-style-type: none"> <li>• Addition of position titles Chief Operating Officer and Chief Financial Officer to definition of Senior Executive.</li> <li>• Amend Executive Director to Deputy Chief Operating Officer to reflect change in position title.</li> <li>• Removal of Specific Responsibilities and Authorities</li> </ul>
2.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions</li> <li>• Updated hyperlinks</li> <li>• Reference to Privacy Policy changed to Privacy and Confidentiality Policy</li> <li>• Contact Officer amended from COO to Director, People and Capability</li> <li>• Amended sponsor from VC to Deputy Vice-Chancellor, Operations</li> </ul>