

Staff Recruitment, Review and Promotions Policy

Date of Approval by Governing Board: 1st Oct '15

Date of review: Oct '19

1 Purpose

1.1 Leaders Institute (LI) understands the importance of reviewing its staff performance to ensure that it can achieve its vision and mission.

1.2 LI understands that it is important to develop and build on the knowledge and capabilities of its staff to provide a supportive and excellent working environment.

1.3 LI acknowledges that reward and recognition are important factors, which may also contribute towards staff performing at their best.

1.4 LI understands that it must have a process that is fair, respectful of diversity, inclusive and that promotes equitable access to all staff.

2 Principles

2.1 LI recognises the need to provide LI staff with appropriate support, time and encouragement to undertake professional development and inductions.

2.2 LI recognises that LI staff need to be provided with opportunities to develop knowledge, skills and capabilities that will ensure the achievement of strategic goals, contribute to the achievement of individual aspirations and achieve the required legislative and professional requirements.

2.3 The relevant delegated supervisors will identify development needs primarily through planning, development and review.

2.4 LI expects that staff will be proactive and take responsibility for their own professional development and strive to achieve their full potential.

2.5 LI expects to ensure that staff are formally and informally rewarded in a fair and consistent manner for outstanding contributions and performance that support its goals and objectives.

2.6 The process for promotions recognises and rewards consistent outstanding achievement and performance

3 Definitions

Performance management consists of the following three core elements:

- individual plans
- ongoing feedback and development
- performance and development reviews

4 Roles and Responsibilities

4.1 The HR Manager is responsible to ensure that the policy is implemented across all departments of the Institute

4.2 The Academic Board is responsible to ensure that the promotion of academic staff follows due processes set out by LI.

4.3 The Dean, Registrar, Program Directors and delegated supervisors are responsible for the performance review for their respective staff.

4.4 All staff of LI are individually responsible for their own professional development.

5 Scope

5.1 This policy applies to all staff of LI.

5.2 The policy should be read in conjunction with the following documents:

- *Staff Recruitment, Review and Promotion Procedures*
- *Staff Grievance Policy*
- *Staff Grievance Procedures*
- *Free Intellectual Inquiry Policy*
- *Planning, Development and Review Policy*
- *Planning, Development and Review Procedures*
- *Staff Professional Development Policy*
- *Staff Professional Development Procedures*

Staff Recruitment, Review and Promotion Procedure

1 Context

1.1 Leaders Institute (LI) understands the importance of reviewing its staff performance to ensure that it can achieve its vision and mission objectives.

1.2 LI understands that it is important to develop and build on the knowledge and capabilities of its staff to provide a supportive and excellent working environment.

1.3 LI acknowledges that reward and recognition are important factors, which may also contribute towards staff performing at their best.

1.4 LI understands that it must have a process that is fair, respectful of diversity, inclusive and promote equitable access to all staff.

2 Procedures

2.1 Staff recruitment, selection, induction, promotions and performance review at Leaders Institute is conducted equitably in accordance with the following procedures.

2.2 All positions have a Position Description, which includes the specific duties for the position.

2.3 All positions have a Selection Criteria, divided into essential criteria and desirable criteria, identifying the minimum qualifications and experience required for that position.

2.4 All vacant positions will be advertised on the internet and placed on the Leaders Institute website.

2.5 All advertisements must be authorized by the CEO and HR Manager and in conjunction with the Dean for academic positions.

2.6 The selection and short listing of suitable applicants will adhere to the following:

- (i). Written applications will be assessed against the selection criteria by a panel of at least four members.
- (ii). Selected applicants will be invited for a panel interview.
- (iii). The membership of the panel will vary depending on the position.
- (iv). Selected applicants will be interviewed.
- (v). The panel will decide on the most suitable applicant.
- (vi). Reference checks will be conducted and submitted academic qualifications and transcripts will be reviewed. This will include gaining written or verbal confirmation to verify the bona fides of qualifications and awarding institutions. This will be done with the verbal consent of the candidate.
- (vii). A verbal and written offer of employment will be made to the preferred applicant.

2.7 Induction of new staff will be conducted within the first week of employment .

2.8 Staff Performance Reviews will be conducted annually by the relevant supervisor .

2.9 Staff promotion will be called for on an annual basis. Academic Board has carriage over academic promotion procedures, while the CEO has carriage over administrative promotion procedures.