

ERP FREEZE ON HIRING OF EXTERNAL PROFESSIONAL STAFF FACT SHEET

Outline	With a view to both protecting internal jobs and supporting career development and placement opportunities for existing professional staff, a prohibition on external recruitment for all vacant professional staff positions at the University of Melbourne will be implemented with effect until 31 July 2010.
Applicable to:	All professional staff vacant position (including those of less than 12 months duration). Excluding Indigenous Employment opportunities.
Period of Operation	7 September 2009 to 31 July 2010

Background:

With a view to both protecting internal jobs and supporting career development and placement opportunities for existing professional staff, a prohibition on external recruitment for all vacant professional staff positions at the University of Melbourne will be implemented with effect from 7 September 2009 through to 31 July 2010 ("period of operation").

Scope:

During the period of operation, all professional staff vacant positions will be advertised internally (only) for two weeks (being 10 business days) and will be open exclusively to current fixed term and continuing staff members of the University. The hiring freeze will also apply to the filling of fixed term positions of less than 12 months in duration (which are not currently subject to the University's requirements for advertising of positions).

Casual staff and independent contractors will be ineligible to be considered for advertised vacancies.

A "period of grace" (to provide eligibility to apply for positions which are expressed as "internal only") will be provided to any former fixed-term staff member who completed a fixed term contract during the three months immediately prior to the closing date for applications for the relevant vacancy.

The hiring freeze will also include a prohibition on the following:

- Appointments by invitation or waiver of advertising for professional staff;
- Use of recruitment/temporary agencies.

Any extended increased use of independent contractors or casual staff will be closely monitored throughout the period of operation.

Table 1: Eligibility to Apply for Internal Vacancies

Category:	Eligible to apply for vacancies	Excluded from applying for vacancies:
<i>Continuing Staff</i>	√	
<i>Fixed Term Staff</i>	√	
<i>Former staff who completed a fixed term contract at UoM within previous 3 months</i>	√	
<i>Casual Staff</i>		X
<i>Independent Contractors</i>		X
<i>Temp/Recruitment Agency Staff</i>		X

Exemption Process

In exceptional circumstances, exemptions may be authorised by the Hiring Freeze Standing Committee subject to the meeting at least one of the following criteria:

- a. Any professional staff vacant position:
 - which have been advertised internally; and

- it is demonstrated that no existing staff applicants meet the selection criteria.

OR

- b. Positions which are specialist in nature where a clear operational imperative exists as determined by the Standing Committee.

The process for applying for an exemption will be by way of an argued case (A template is available on the ERP website) approved by the Head of Budget Division to be forwarded to the Vice-Principal (Human Resources) for approval by the Standing Committee. The argued case must be accompanied by the results of any internal advertising process conducted (including a list of all applicants).

Any argued cases received as at COB each Wednesday will be reviewed by the Standing Committee which will meet each Friday. The Standing Committee will consist of any three of the following five members being:

- The Senior Vice-Principal or nominee;
- The Vice-Principal (Human Resources) or nominee;
- A Faculty General Manager on a rotating basis;
- A Vice-Principal on a rotating basis; and
- A senior professional staff member on a rotating basis.

Upon obtaining the Standing Committee's approval, the position can be referred for external advertising to the University's Advertising Officer, who will not proceed with any bookings unless the exemption has been approved in advance by the Standing Committee.

Indigenous Employment Opportunities

The University has made a commitment to increasing the number of Indigenous people employed and has developed an Indigenous Employment Strategy. Advertising of any positions that seek to target Indigenous Australians are specifically excluded from these provisions.

Monitoring of Workloads

Workloads for existing staff will need to be carefully monitored and managed by Budget Divisions across the period of operation. This may involve adjusting output/productivity expectations in some instances. As part of this proposal, Budget Divisions will be provided with additional support for job re-design and process re-engineering in order to increase efficiency and better match resourcing with task requirements.

A request for assistance should in the first instance be directed to your HR Consultant (available at: <http://www.hr.unimelb.edu.au/aboutus/contact/cs>)

Additional Information

Additional information in relation to the University's policies and procedures is available in Chapter 2 of the Policies and Procedures Manual available at: <http://www.unimelb.edu.au/ppp/docs/2.html>