

# Talent Acquisition

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## 1.0 Purpose

This policy enables the anticipation, identification, attraction and selection of the best Talent for our positions in a competitive market, to further develop and enhance Griffith as a university of influence.

## 2.0 Scope

This policy applies to the appointment of all employees across the University.

This policy does not apply to:

- the election or appointment of members of Council or Council committees;
- the engagement of consultants, contractors or external service personnel (see Procurement Guidelines); or
- the selection and appointment of volunteers.

## 3.0 Policy Statement

The University is committed to sourcing high-quality talent for its workforce, ensuring an equitable, transparent, competitive, and timely approach to the selection and appointment of employees.

### 3.1 Principles for Talent Acquisition

The University will fill positions according to the following principles:

#### 3.1.1 Merit

All selection decisions are based on achievement relative to opportunity and the relevance of experience, qualifications, knowledge, skills, values, and capabilities of the applicants to the advertised position.

#### 3.1.2 Equity

We are committed to ensuring fair, timely and transparent recruitment and selection processes. Applicants from a diverse range of backgrounds will receive fair and equitable treatment during the recruitment process.

We recognise and accommodate the need for inclusive practices and reasonable adjustments for applicants with disabilities at all stages of selection and appointment.

### 3.1.3 Diversity and Inclusion

We are committed to providing opportunities to people from a broad range of backgrounds. This enables the University to benefit from a variety of skills, experience and knowledge, as well as reflecting the diversity of the Griffith and wider communities. At times, it may be appropriate to adopt practices including targeted recruitment and selection (for example, identified positions) to achieve these outcomes.

## 3.2 Methods to attract talent

We use an evidence-based methodology to attract, engage and employ the most suitable candidates for a position. We may use a variety of strategies to help us attract and acquire world-class talent competitively.

## 4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Vice Chancellor	<ul style="list-style-type: none"> <li>Approves the Talent Acquisition Policy</li> <li>All matters listed under Heads of Element</li> <li>Cultivates a culture within their organisation that supports sourcing of high-quality talent for its workforce, ensuring an equitable, transparent, competitive, and timely approach to the selection and appointment of employees</li> <li>Review and ensure that talent acquisition processes comply with the University's relevant policies and procedures</li> <li>Seek advice and support relating to the implementation of this policy, where necessary from the Director, Human Resources.</li> </ul>
Director, Human Resources	<ul style="list-style-type: none"> <li>Responsible for the overall management of Talent Acquisition processes within the University.</li> </ul>
Relevant Authorised Delegate	<ul style="list-style-type: none"> <li>Authorised 'University Officer' responsible for exercising delegated approvals in accordance with Griffith's Delegations Policy and Procedures</li> <li>Ensures appropriate talent acquisition processes have been managed in accordance with appropriate policy, procedures and guidelines.</li> <li>Appoints the Chair of the Selection Panel</li> <li>Provides final approval of the recommended candidate.</li> </ul>
Heads of Elements	<ul style="list-style-type: none"> <li>Understanding of and complying with this policy and related procedures and ensuring processes are managed to ensure equitable, transparent, competitive, and timely selection and appointment of staff</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring that panels are conducted in accordance with policy and relevant procedures, as well as other related legislation and policies.</li> <li>Assisting staff who have queries about the policy and related procedures.</li> </ul>
Hiring Manager/Delegate	<ul style="list-style-type: none"> <li>Creating a job through the relevant system</li> <li>Using the applicant tracking system</li> <li>Coordinating onboarding for the successful applicant.</li> </ul>
Selection Panel Chair	<ul style="list-style-type: none"> <li>Chairing the selection panel</li> <li>Approving the panel composition &amp; selection criteria based on hiring manager's recommendation/s</li> <li>Making the final hiring recommendation to the relevant authorised delegate.</li> </ul>
Selection Panel Member	<ul style="list-style-type: none"> <li>Screening initial applicants, participating in assessment/s including interviews and recommending appointable candidates to the selection panel chair</li> <li>Understanding of the requirements of the position and/or has expertise in the same, or similar fields.</li> </ul>
Talent Acquisition Partner	<ul style="list-style-type: none"> <li>Coordination and management of the end-to-end hiring process</li> <li>Single point of contact for the Hiring Team</li> <li>Provision of guidance and training on the talent process and system.</li> </ul>
Human Resources Business Partner	<ul style="list-style-type: none"> <li>Initial advice regarding the position and its alignment to broader workforce planning and strategy</li> <li>Review and approval of the position description and specific establishment data.</li> </ul>
Group/Element Administrator	<ul style="list-style-type: none"> <li>May interact with the relevant systems in support of the Hiring Team</li> <li>Will be consulted regarding interview/assessment times, circulating relevant artefacts, booking of rooms, logistics, supporting candidate care and overall assessment schedule flow.</li> </ul>

## 5.0 Definitions

**Acquisition** includes the access, attraction, search, recruitment, selection and employment of talent.

**Talent** means staff.

**Methods to attract talent** may include but not be limited to competitive remuneration; relocation assistance; and internal mobility opportunities.

**Targeted recruitment** may be in the form of:

- Special or equal opportunity measures to address the discrimination that marginalised groups face in securing work opportunities; and

- Specified positions identified for targeted groups (including, but not limited to, where there is a genuine occupational requirement).

For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.

## 6.0 Information

Title	Talent Acquisition Policy
Document number	2023/0001220
Purpose	This policy enables the identification, attraction and selection of the best people for our positions in a competitive market, to further develop and enhance Griffith as a university of influence.
Audience	Public
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 8: Decent Work and Economic Growth
Approval date	23 November 2022
Effective date	23 November 2022
Review date	2025
Policy advisor	Director, Human Resources
Approving authority	Vice Chancellor

## 7.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Anti-Discrimination Act 1991 (Qld)</a> <a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">Migration Act 1958 (Cth)</a> <a href="#">Modern Slavery Act 2018 (Cth)</a>
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National Health Security Act 2007 (Cth)

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Policy

Code of Conduct Policy  
Conflict of Interest Policy

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Procedures

Internal Mobility Procedure  
Pre-Employment Screening Procedure  
Relocation Assistance Procedure  
Talent Acquisition Procedure

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Local Protocol

N/A

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Forms

N/A

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