

Contracted Senior Positions Appointment Procedure

1 Purpose

To outline the appointment and remuneration processes for contracted Senior Positions.

2 Scope

This Procedure applies to the following positions:

- Vice-Chancellor, Provost, Deputy Vice-Chancellors
- Pro Vice-Chancellors
- Other Senior Positions, including senior academic positions.

Not all contracted positions are Senior Positions. Other contracted positions are covered by the Recruitment, Selection and Appointment Procedure.

3 Procedure Overview

This Procedure details the appointment, re-appointment, and remuneration processes for contracted Senior Positions.

4 Procedures

Appointment to contracted Senior Positions is underpinned by the principles of transparency and equity as detailed in the Recruitment, Selection and Appointment Policy and Procedure.

Individuals who are employed by the University to undertake contracted Senior Positions, as defined under this Procedure, will have their terms and conditions of employment set out in an individual Employment Agreement.

Appointment of candidates to contracted Senior Positions under this Procedure is for a specified period up to five years as determined by the delegated officer.

Reappointment to contracted Senior Positions is subject to the ongoing needs of the University and the incumbent receiving a satisfactory performance review before reappointment is recommended, except in cases where reappointment is offered as a result of a competitive

selection process.

4.1 Sourcing

The appropriate channels used to source candidates including agency engagement for Contracted Senior Positions will be recommended by the relevant Delegate. Approval to engage an external agency must be obtained from the Chief People Officer.

4.2 Selection Panel

The selection panel should have the appropriate level and range of expertise to assess the skills and attributes required of the position. The hiring manager or nominee, with Vice-Chancellor approval, will be responsible as chair of the selection panel.

The panel will normally consist of at least three members. Panel members should understand the principles of merit-based selection, equal employment opportunity, unconscious bias, and procedural fairness. All University Employees who are panel members are required to complete the UniSQ Recruitment and Selection training.

It is recommended the panel composition includes:

- Panel members who hold senior roles or are equal in organisational hierarchy to the position being interviewed;
- a senior University representative from outside the work area or portfolio;
- an appropriate gender representation;
- persons reflective of the wider diversity within the University community, for example cultural, disability, or other, wherever possible; and
- for an identified or targeted position, it is mandatory that there is at least one person from the related diversity group, for example, Aboriginal or Torres Strait Islander person, Women in STEMM.

4.3 Vice-Chancellor, Provost, Deputy Vice-Chancellor

Appointment to the position of Vice-Chancellor is determined by Council. A panel will be established by Council for this purpose which will include and normally be chaired by the Chancellor (or nominee).

Appointment to the positions of Provost or Deputy Vice-Chancellor is determined by the Vice-Chancellor. A panel will be established by the Vice-Chancellor for this purpose which will include, and normally be chaired by, the Vice-Chancellor (or nominee).

Salary arrangements for these positions are approved by University Council as established by the Remuneration Sub-Committee in accordance with its Terms of Reference and accompanying University Senior Executive Remuneration Principles.

4.4 Pro Vice-Chancellor

Appointment to the position of Pro Vice-Chancellor is determined by the Vice-Chancellor. A hoc panel will be established and normally be chaired by the Vice-Chancellor for this purpose.

Salary arrangements for these positions are established by the Vice-Chancellor and Delegate, in consultation with the Chief People Officer, in accordance with the principles set out in section 4.6.

4.5 Other contracted Senior Positions

Appointment and reappointment to Senior Positions that report directly to the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor is determined by the Vice-Chancellor following recommendation by the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

Appointment and reappointment to Senior Positions that do not report directly to the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor is determined by the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

The selection panel for Contracted Senior Positions will normally be chaired by the Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

Salary arrangements for these positions are established by the Vice-Chancellor and Delegate, in consultation with the Chief People Officer, in accordance with the principles set out in section 4.6.

4.5.1 Senior Academic Positions

Appointment to senior academic positions in the Academic Division or Research and Innovation Division (Head of School and Deans, Directors of Research Centres or equivalent) may be made via an internal competitive recruitment process or via an external recruitment process at the recommendation of the relevant Deputy Vice-Chancellor.

Appointment and reappointment to positions that report directly to the Deputy Vice-Chancellor are determined by the Vice-Chancellor.

Appointment and reappointment to positions that do not report directly to the Deputy Vice-Chancellor are determined by the relevant Deputy Vice-Chancellor.

The selection panel will normally be chaired by the Deputy Vice-Chancellor and should include representatives from a relevant school and/or a relevant research centre or institute outside the area where the appointment will be made.

Normally, University Academic Employees at Academic Level D or above will be eligible for Head of School or Research Centre Director positions.

Reappointments may be offered without a recruitment process, subject to the needs of the school and the performance of the incumbent. Alternatively, the appointment may conclude at the end of the initial term and a new recruitment, selection, and appointment process conducted.

For internal appointees, where reappointment to a Head of School and Dean or Centre Director position is not offered, the incumbent may revert to their substantive Academic Level as at the end date of the appointment, where such a substantiative appointment is held.

4.6 Remuneration

Employees in contracted Senior Positions are remunerated through individual salary package arrangements, underpinned by a set of remuneration principles which:

- Facilitate the delivery of superior and sustainable results for the University
- Reinforce good leadership, accountability, teamwork and innovation
- Support and reinforce the core values of the University and its desired culture; and
- Provide remuneration outcomes reflecting individual performance, relative market rates and the University's capacity to pay.

4.6.1 Principles

The remuneration framework and structure for contracted Senior Positions is reviewed and evaluated against best practice standards which is informed by insights from the University environment and broader employment market.

Remuneration for Employees contracted Senior Positions will be reviewed annually to ensure it remains aligned with the remuneration principles.

The University adopts the following principles for remunerating Employees in contracted Senior Positions:

- Remuneration will recognise the scope, complexity, and accountabilities of each position, and will provide a mechanism to ensure that any significant changes over time to these factors can be recognised as part of the review process.
- Remuneration reviews will reflect the performance of the Employee concerned, as measured against the agreed performance goals, objectives, and outcomes of each individual and will be considered as part of an annual remuneration review process

undertaken each year.

- Processes that underpin the management and application of remuneration will be applied to ensure transparency, conducted in good faith, committed to the principles of equity and diversity, informed by external advice and information relevant to market remuneration rates for comparable roles, whilst maintaining appropriate levels of confidentiality.
- Remuneration packages and reviews will reflect market rates and market movements for comparable positions in other institutions. In addition, other indicators such as Consumer Price Index (CPI) movements will be considered so that the University will be competitive at the median of applicable markets and balanced against the capacity of the University to pay in accordance with this desired level of competitiveness.
- Remuneration arrangements for contracted Senior Positions appointments include a base salary and benefits. Benefits include leave loading and superannuation; and may include a motor vehicle for business and private use, and the FBT applicable on such benefits.
- Individual remuneration packages are benchmarked against other universities and sector-wide remuneration trends.
- Current and projected remuneration levels are provided to the Vice-Chancellor and Delegates for consideration in determining the appropriate salary levels for Contracted Senior Appointments, by the Chief People Officer.
- The remuneration range will be reviewed by the Vice-Chancellor and Delegate as part of the annual performance management process.
- Consideration will also be given to the avoidance of bias, including gender bias, in remuneration Decision making and will reflect any recommended actions to reduce and eliminate gender pay gaps in accordance with the University's objectives for equity and diversity.
- Any increases to a remuneration package will apply from the beginning of the first full pay period in January of each year.

4.7 Delegations

Position	Delegation
Council	<ul style="list-style-type: none">• Approve recruitment action for, and appointment/re-appointment to the position of Vice-Chancellor.• Confirm appointment of the Vice-Chancellor.

	<ul style="list-style-type: none"> • Terminate appointment of the Vice-Chancellor during the probationary period. • Approve salary arrangements for the Vice-Chancellor, Provost, and Deputy Vice-Chancellors.
Category 1 Delegate	<ul style="list-style-type: none"> • Approve recruitment action for, and appointment/re-appointment to Provost, Deputy Vice-Chancellor and Pro Vice-Chancellor, and all contracted Senior Positions that report directly to Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor. • Approve Internal Transfer for Contracted Senior Employees. • Terminate appointment of an Employee during probationary period. • Approve salary arrangements for contracted Senior Positions, excluding the Vice-Chancellor, Provost and Deputy Vice-Chancellors.
Category 2 Delegate	<ul style="list-style-type: none"> • Approve recruitment action for, and appointment/re-appointment to, all contracted Senior Positions that do not report directly to Provost, Deputy Vice-Chancellor, or Pro Vice-Chancellor.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Recruitment, Selection and Appointment Policy
Subordinate Schedules	
Approved Date	30/5/2024
Effective Date	30/5/2024
Review Date	30/5/2029
Relevant Legislation	Enterprise Agreement Fair Work Act 2009
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Recruitment, Selection and Appointment Procedure Visiting Academic, Adjunct and Honorary Titles Procedure
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Council</p> <p>Council means the governing body, the University of Southern Queensland Council.</p> <p>Decision</p> <p>A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p>

[Delegation](#)

A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2023-2026.

[University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Definitions that relate to this procedure only

Senior Positions

Means a position that is not classified at Academic Level A to E, or Professional Level 1 to 10 as set out in Schedules A and C of the Enterprise Agreement, respectively.

Keywords

Senior, appointment, reappointment, senior executive, senior allowances

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