

PROFESSIONAL STAFF APPOINTMENT FORM

THIS FORM SHOULD BE USED FOR POSITIONS THAT ARE NOT ADVERTISED THROUGH TALEO (E.G. DIRECT APPOINTMENTS, FURTHER APPOINTMENTS, CONVERSIONS FROM FIXED-TERM TO CONTINUING)

PERSONAL DETAILS:

Family Name: _____ Other Names: _____

Male Female New Employee Existing Employee - Staff No: _____

APPOINTMENT DETAILS:

Position Number: _____ Position Title: _____

Supervisor's position no: _____ Supervisor's title: _____

Supervisor's Name: _____ Faculty/Office: _____ Dept.: _____

APPOINTMENT TYPE:

Continuing Fixed Term – period: _____

Commencing date: ____/____/____ End date: ____/____/____

Full-time Part-time – complete fortnightly roster below

THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Hrs/ Week	Hrs/ F'night

Probation: YES _____ years/months NO (n/a if the appointment is 6 months or less)

End Date: ____/____/____ Mid-term Review Date: ____/____/____ Level: _____ Step: _____

Salary: \$_____ If salary point is above a Step 1 - justification provided by the hiring manager must be attached and approved by Dean/Head of Office.

WHERE APPLICABLE:

Salary loading: _____ % of salary per annum or \$_____ per annum

(rationale is required for a salary loading – please attach in a separate document)

Performance Bonus: _____ % of salary per annum (supporting documentation is required)

Relocation Assistance to be offered: _____ [Relocation Guidelines](#)

Department contact for relocation administration: _____

Visa Details:

Please specify visa type: _____

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FIXED TERM APPOINTMENTS:

For fixed term appointments please indicate the nature of the fixed term appointment (as per the Professional EA 2010) by choosing one of the following and filling in the blanks.

The nature of this fixed term position is for **Specific Tasks** /a **Specific Task** / a **Project** being _____
[name the task or provide a short list of broadly grouped tasks or the project name such as the HR Renewal Project or data entry for the HRIS].

[Note: The fixed term for Specific Tasks or Projects should not normally be in excess of 3 years.]

Or

The nature of this fixed term position is for **Research** in regard to _____

[name the type of Research such as Climate Change or a related discipline such as Theology].

[Note: The fixed term for Research should not be in excess of 5 years]

Or

The nature of this fixed term position is to **replace** a staff member (*incumbent*) for the period of the incumbent's _____ *[insert appropriate reason e.g. Parental Leave, Leave Without Pay, Secondment, Long Service Leave, other – state nature of reason].*

[Note: This must be for a defined period.]

Or

The nature of this fixed term position is to **perform the duties** of a **vacant position** for which recruitment action has commenced, until a staff member is engaged for the vacant position.

Or

The nature of this fixed term position is to **perform** the duties in place of the normal occupant who is performing higher duties pending the outcome of recruitment action that *has been initiated or is in progress* by the University for the vacant higher duties position. This fixed term position shall be performed until a staff member is engaged for the higher duties position.

Or

The nature of this fixed term position is due to **Other Circumstances** as per the justification approved by the Director, Human Resources, as attached, (this must be approved and attached prior to sending the completed appointment form to the staffing advisor).

*[Note: The fixed term for **Other Circumstances** should not be in excess of 5 years and must have an attachment at the end of the contract eg email/memo, showing justification by the HR Director.]*

Or

This fixed term employment is subsidiary to **Studentship** and relates to work within the student's academic unit or associated research unit and is generally related to the student's degree course.

[Note: The person must be enrolled as a student during the fixed term period: the contract will be for a period that does not extend beyond, or that expires at the end of, the academic year in which the person ceases to be a student. The period may include the time that the person may be completing postgraduate work or awaiting results. The University must not require someone to enrol as a student in order to receive employment.]

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WORK FUNCTIONS – It is compulsory to tick one of the following work functions.

Definition of Work Function: A general type of work which a member of staff has formally agreed to undertake in respect of their current duties. A function for a professional staff member may be:

Research Only Function

The work involves undertaking only research work or providing technical or professional research assistance, or the management and leadership of research staff and of staff who support research staff. There may be limited other work (e.g. participation in the development of postgraduate courses and supervision of postgraduate students).

Other Function

Functions other than a teaching only function or a research only function or a teaching-and-research function. People with such functions may be located within academic organisational units as well as other types of organisational units.

CANDIDATE/POSITION INFORMATION:

I confirm that the following are attached:

- | | |
|--|--|
| <input type="checkbox"/> Applicant resume | <input type="checkbox"/> Position description |
| <input type="checkbox"/> Position evaluation | <input type="checkbox"/> If applicable, I confirm that supporting documentation and approvals for salary loading/performance bonus is attached |

Note: An Australian Birth Certificate* or Australian Passport or Certificate of Australian Citizenship OR Foreign Passport & Visa with right to work in Australia documentation must be presented to Human Resources before employment commences or on the first day of employment.

* If born in Australia after 1986 and both parents were born overseas, then an Australian citizenship certificate or an Australian passport must also be provided.

ACCOUNT DETAILS:

Account Name: _____ Account code: _ _ _ _ _ %

Account Name: _____ Account code: _ _ _ _ _ %

APPROVALS:

Recommended by (Name): _____ Signature: _____

Approved by (Name): _____ Signature: _____

APPROVALS: You need to receive approval from the staff member responsible for the budget. In some instances, the Hiring Manager is responsible for the budget. In the faculties, the Faculty General Manager or Faculty HR Manager can advise on the budget implications.