

Direct Appointment Guideline

Purpose

RMIT is committed to appointing people to roles using fair, transparent recruitment processes that are free from unlawful discrimination and provide equitable opportunities to all qualified candidates.

This guideline outlines the circumstances when direct appointments are possible, and if so, what the process involves. Consideration should always be given to the internal workforce in the first instance.

Scope

This policy applies to all vacancies within the RMIT Group, subject to relevant legislation and employment terms.

Exclusions

No exclusions.

Details

1. Overview

A direct appointment occurs when a person is offered and accepts a role where key stages in the standard recruitment and selection procedure are intentionally excluded in the process. A common example would be where a newly created role is not advertised and a single identified person is offered the role (with or without some level of assessment) without needing to compete against others.

1.1 Direct appointments may be possible as part of the hiring process to:

- appoint an internal candidate with relevant knowledge, skills and experience who meets the requirements and criteria for the role as specified in the position description
- appoint an external candidate with significant leading status or international recognition in their field or a rare, exceptional skillset
- appoint a candidate when it is demonstrated that advertising will not provide a more suitable candidate or a greater advantage to the University
- appoint a candidate who was a previous applicant for the same or similar position, deemed appointable within the past 12 months
- meet the needs of ongoing research or another project

All these circumstances are subject to approval. The only time a direct appointment request is guaranteed approval is if it is to appoint a redeployee.

1.2 Hiring managers considering direct appointments must consider:

- potential opportunities for redeployees. As per EA obligations, Talent must be consulted to cross-check the current redeployment list
- the option to advertise internally to support internal mobility
- potential opportunities for internal candidates and whether there are multiple employees who may be a suitable fit, open to internal appointment. Managers should be aware of the impact to

their team if they choose to directly appoint someone rather than give opportunity to the broader team

- any other possible advertising to support a diverse candidate pool
- how the appointment supports RMIT's commitment to gender-balanced representation in all areas and compliance with relevant equal opportunity legislation
- how to incorporate Achievement Relative to Opportunity principles into the appointment process
- any potential and/or actual conflict of interest as required by the [Conflict of Interest policy](#) (For example, a hiring manager cannot appoint a candidate with whom they have a close personal relationship; the hiring manager's manager must authorise such appointments.)
- that checks of qualifications, working rights, working with children clearance and all other mandatory requirements cannot be avoided as part of a direct appointment and employment is dependent upon satisfying all such requirements
- that there is appropriate rationale and process around determining that the candidate possesses the relevant knowledge, skills and experience to meet the requirements and criteria for the role as specified in the position description
 - **for Academic Positions:** academics will need to be assessed for their suitability for the particular role *and* the level of appointment. It is essential to ensure there is consideration of the [Academic promotion process](#).

1.3 All nominations or recommendations for direct appointments must contain the following information and require the relevant approval prior to commencing the appointment process:

- a) the rationale for the appointment, for example, whether it is:
 - a. the filling of a vacant position
 - b. the filling of a vacant position in a field other than that vacated
 - c. the establishment of a new or further position within the discipline or school
- b) the grounds on which the appointment is made in relation to clause 1.1
- c) whether the potential appointee is external or internal
 - a. external appointments must provide two written reference checks and their current resume
- d) proposed term of appointment or if the appointment is continuing
- e) position description outlining the requirements and criteria for the proposed role
- f) the candidate's experience, qualifications, record of achievement (Academic roles) and details their current position (if any) within another organisation or the University
- g) if the proposed appointment would result in an increase in classification level, a case outlining how the potential appointee meets the requirements, expectations and/or benchmarks for the higher classification
- h) position funding source
- i) any specific strategic support requests of the University (beyond those to which the appointee would normally be entitled)

Hiring managers should discuss this information with their HR Business Partner to ensure proper process is followed.

1.4 Other commitments:

- There will be regular analysis of recruitment processes and systems with regards to equal opportunity commitments including diversity of participation at sourcing, application, shortlisting and hiring stage to eliminate any bias. Such analysis will identify areas for improvement

1.5 Other considerations:

- The probation period of six months generally applies only once at RMIT, irrespective of whether a staff member commences in a new role. As such, extended or new probation won't apply unless in special circumstances and by negotiation. Consequently, it is important to ensure the person meets the requirements of the role

- If interviews are held to discuss the role, a third person from another area of the organisation should be involved to provide input into the decision
- For professional staff, direct appointments can be applied to any HEW level up from the incumbent's current position. However, the bigger the gap in the HEW levels, the greater need to consider the requirements of the role and whether other candidates may be suitable. The process should demonstrate consideration of how the staff member is capable of performing at the higher HEW level.
- Engage your HR Business Partner early on in the process for advice relevant to your situation.

Supporting policy

- Employee Lifecycle Policy

Supporting documents

- Recruitment and Selection Guideline
- Induction Guideline
- Casual Employment Guideline
- Staff Secondment Guideline
- Achievement Relative to Opportunity Guideline

Document history

Version	Last updated	Authority	Author	Owner
1.0	21 st October 2021	Employee Lifecycle Policy	Senior Manager PWR	Director, Talent