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STAFF APPOINTMENTS

Section	Human Resources		
Approval Date	03.05.2013	Approved by	Directorate
Next Review	30.05.2018	Responsibility	Director of People and Organisation Development
Last Reviewed	23.05.2016	Key Evaluation Question	6

PURPOSE

To ensure that:

- NMIT employs the best possible staff;
- NMIT employs team members in line with our Child Protection Policy;
- Appointees are appropriately skilled, qualified and experienced; and
- Appointments are non-discriminatory and are made on the basis of merit.

SCOPE

The procedure applies to the appointment of all staff, with the exception of the Chief Executive. The procedure does not apply to temporary staff engaged via a recruitment agency.

PRINCIPLES

Decisions relating to the appointment of staff at NMIT are based on the following principles:

- Equal Employment Opportunities (EEO) and appointment on merit (refer to *Equal Employment Opportunities Policy*);
- NMIT's commitment to the principles of the Treaty of Waitangi (refer to *Treaty of Waitangi Policy*);
- Compliance with all legislative and contractual requirements (including the Employment Relations Act, State Sector Act and Education Act);
- Applications for employment are treated confidentially.

DEFINITIONS

Directorate	The Chief Executive and Directors
Manager	A Directorate member, Head of Department, Manager or Team Leader.

Contractor	A company, partnership or individual that agrees to provide supplies or services in accordance with a valid and legal contract for services (CFS).
Employee	A person employed by NMIT as a permanent, fixed term or casual employee and paid by salary or wages through payroll. Employees will be classified as Business Support or Academic as determined by the People and Organisation Development team.

Employment Status

Permanent	An appointment with no end date. Can be full-time or proportional/part-time.
Fixed Term	An appointment which has an identified end date. Legislation requires that such appointments have a specific reason for the end date.
Casual	<p>An arrangement where the appointee is recognised as interested in being offered short-term work as it comes up, according to the needs of NMIT. The hours that will eventually be offered are unable to be predicted, e.g. a relieving role.</p> <p>Casual employees:</p> <ul style="list-style-type: none"> • Work only when contacted and offered a specific short term period of work; • Can decline any period of work offered; and • Are paid holiday pay with their fortnightly pay.

Hours of Work

Full-time	The hours of work are the normal full-time hours of work as specified in the relevant collective employment agreement.
Part-time	<p>The general definition of part-time is that the hours of work are less than full-time hours. This definition is used for Business Support Staff at NMIT.</p> <p>For Academic Staff this term has been used in the Collective Employment Agreement to mean an employee who is paid on an hourly basis. The term proportional has been used to mean an employee whose appointment hours are a specified fraction of full-time hours.</p>
Proportional	See Part-time above.

Selection Documents

Critical Factors	The skills, attributes and knowledge required for the position that are identified as <u>critical</u> for the selection process.
Person Specification	Describes the personal skills, attributes and knowledge required or desired for the position.
Job Description	Describes the role to be filled. Includes objectives, responsibilities, relationships, authorities and position within the reporting structure of NMIT.

PROCEDURE

The procedure for appointing staff at NMIT is provided in Appendix One.

The responsibilities of the various parties are set out later in this document and should be checked against the NMIT Child Protection Policy.

PANEL COMPOSITION

- The interview panel must consist of minimum two members. The interview panel will normally have a maximum of four members.
- The Hiring Manager will normally be the panel convenor, but may choose to assign this role to a suitably qualified person.
- For Directorate positions, the panel must include the Chief Executive, a Directorate representative and the Director of Māori Education or a Māori representative.
- For the appointment of other managers, the panel will normally include the appropriate Directorate member or delegate and the Director of Māori Education or a Māori representative.
- For non-management positions the panel should include:
 - The appropriate manager and
 - A staff representative, or a subject expert relevant to the position.

TIMELINESS OF PROCESS

NMIT can present itself as an attractive and competent employer by ensuring that applicants are informed of the outcome of their application as early as possible.

The ideal recruitment process will take about two weeks from the vacancy closing date until the appointment is approved. The panel should plan their time for selection processes in advance of the advertisement being placed in order to achieve this.

ADVERTISING GUIDELINES

All positions shall be advertised, except in the following circumstances (where advertising is optional):

- Positions requiring highly specialised expertise, where a Director certifies that a search has been conducted and the nominated individual is the best person for the job;
- Positions required for a specific limited purpose and of no greater than 12 months' duration;
- Roles required for redeployment of employees, eg. due to organisational change; and
- In other extenuating circumstances positions may be filled without advertising on approval by the Chief Executive in consultation with the Director, People and Organisation Development.

Advertisements for possible future fixed-term staffing requirements may be placed to seek expressions of interest.

Positions will be advertised on web sites and in print media if appropriate. Advertising channels will be selected to maximise the field of capable, suitably qualified applicants.

Costs will rest with the central fund.

CONFLICT OF INTEREST

A conflict of interest may occur in a number of ways, e.g. if an application is received from a friend of a panel member or from a family member of an NMIT employee.

1. Any conflict of interest must be identified to the panel convenor (or to the Director if the conflict relates to the convenor). The panel convenor/Director will determine, in consultation with People and Organisation Development if necessary, how to proceed.
2. Any panel member with any association with an applicant should disclose it to the panel convenor/Director, whether or not they believe it is a conflict of interest.
3. All conflicts must be recorded in the Conflict of Interest Register, which is held in the People and Organisation Development Area.

REFERENCE CHECKING

The aim is to obtain employment-related rather than personal information. In every case the panel convenor should ensure that the referee has:

- Observed the candidate's actual skills and behaviour at work over a reasonable period of time;
- The competence to assess behaviour and skills; and
- The freedom to discuss the candidate openly and frankly.

The panel convenor will use the standard reference checking form, ensuring all relevant questions are asked and that the same questions are asked of all the referees. Two referees will be contacted including the most recent employer.

The panel convenor and referees should ensure that comments about a candidate's work performance are balanced. As far as possible, they should be based on performance reviews, assessments and actual examples observed by the referee. Opinions and hearsay should be avoided.

APPOINTMENT EXPENSES

INTERVIEW EXPENSES

Reasonable expenses will be paid **for successful applicants** travelling from outside the Nelson/Marlborough region on presentation of appropriate receipts. The expenses of successful applicants should not be paid or submitted for payment until they take up appointment.

All applicants should be notified of the policy and rules on interview expenses when invited for interview.

Interview expenses for overseas applicants applying for positions that have been advertised internationally will be addressed on a case by case basis in consultation with the Chief Executive.

RELOCATION EXPENSES

Payment of relocation expenses to successful job applicants is at the discretion of the Chief Executive.

A \$3,000 limit will apply, unless otherwise agreed by the Chief Executive.

Any payments will be on the basis of appropriate receipts.

A staff member who leaves NMIT within 12 months of appointment shall be required to repay a portion or all of the relocation expenses they have received.

Managers should budget for relocation expenses.

RESPONSIBILITIES

CHIEF EXECUTIVE (CE)

- The CE has final decision-making authority on employment of all NMIT employees.
- Appointment of staff requires approval from the CE or by those with formal delegated authority from the CE.

DIRECTORATE

Each Director will evaluate the need for a new role against the Programme Area / Team's strategic and business plans and budget before supporting a business case.

HIRING MANAGER

- Evaluates the need for the role against the team's strategic and business plans and budget before initiating the business case.
- Reviews the job description and person specification. A sample job description and person specification can be obtained from People and Organisation Development.
- Determines if a vacancy advertisement process is required, in consultation with People and Organisation Development if necessary, according to the Advertising Guidelines in this document.
- May act as the selection Panel Convenor or may assign the role to another.
- Ensure the NMIT Child Protection Policy is adhered to and that Relevant Safety Checks are carried out (refer to Child Protection Policy).
- Makes the verbal offer to any appointee after confirmation that the recommendation has been approved.
- Ensures resources are in place for the appointee's start date and coordinates the induction of the appointee.

PANEL CONVENOR

- Ensures the selection process is objective, evidence-based, is carried out effectively and efficiently and recruits the best possible candidate for NMIT.
- Ensures a Business Case has been approved for the recruitment.
- Selects a panel (see Panel Composition).
- Initiates the vacancy advertising process.
- Determines the job advertisement and critical factors. Sample job advertisements can be obtained from People and Organisation Development.
- Ensures the panel members understand and are capable of fulfilling their role in the process and that they understand the need to apply the same selection criteria to all applicants.
- Ascertains whether People and Organisation Development need to be on the panel, based on the experience of the panel members selected.
- Advises People and Organisation Development of interview shortlist.

- Contacts referees to verify references. Refer to Reference Checking in People and Organisation Development intranet page.
- Advises interviewees of the outcome of their interviews as early as possible.

PANEL MEMBERS

- Undertakes an objective assessment of the best candidate for NMIT.
- Understands the critical factors and the need to apply the same selection criteria to all applicants.
- Determines the interview format and questions and if skills assessments / personality profiles are required.
- Ensure the NMIT Child Protection Policy is adhered to and that Relevant Safety Checks are carried out (refer to Child Protection Policy).

PEOPLE AND ORGANISATION DEVELOPMENT TEAM

- Guides panel convenors in best-practice approaches to recruitment and selection.
- Provides employees with training and development in recruitment and selection.
- Assists panel convenors to produce job descriptions, person specifications, interview questions and skill assessments as required.
- The panel convenor may request a People and Organisation Development representative to join the interview panel if, for example, the panel is largely untrained.
- Supports and monitors each recruitment process to ensure it adheres to a reasonable timeframe, NMIT policies and legislative obligations.
- Determines job size and salary range for Business Support roles.
- Ensures the NMIT Child Protection Policy is adhered to and that Relevant Safety Checks are carried out (refer to Child Protection Policy).
- Monitors, evaluates and reports on the staff appointment process to the Directorate.
- Reviews all related forms at least as often as the policy stipulates and ensures any changes are ratified by the Directorate.

TE TUMU O TE MĀTAURANGA MĀORI (DIRECTOR OF MĀORI EDUCATION) OR MĀORI REPRESENTATIVE:

- Participates on panels for the appointment of managers and roles in specialist areas that require a Māori presence.
- Provides advice around Te Tiriti o Waitangi.
- Ensures the NMIT Child Protection Policy is adhered to and that Relevant Safety Checks are carried out (refer to Child Protection Policy).

REFERENCES

INTERNAL

Academic and Allied Collective Employment Agreements
Academic Statute
Staff Charter
Equal Employment Opportunities Policy
Te Tiriti o Waitangi Policy
Academic Probation
Child Protection Policy

EXTERNAL

Vulnerable Children Act 2014

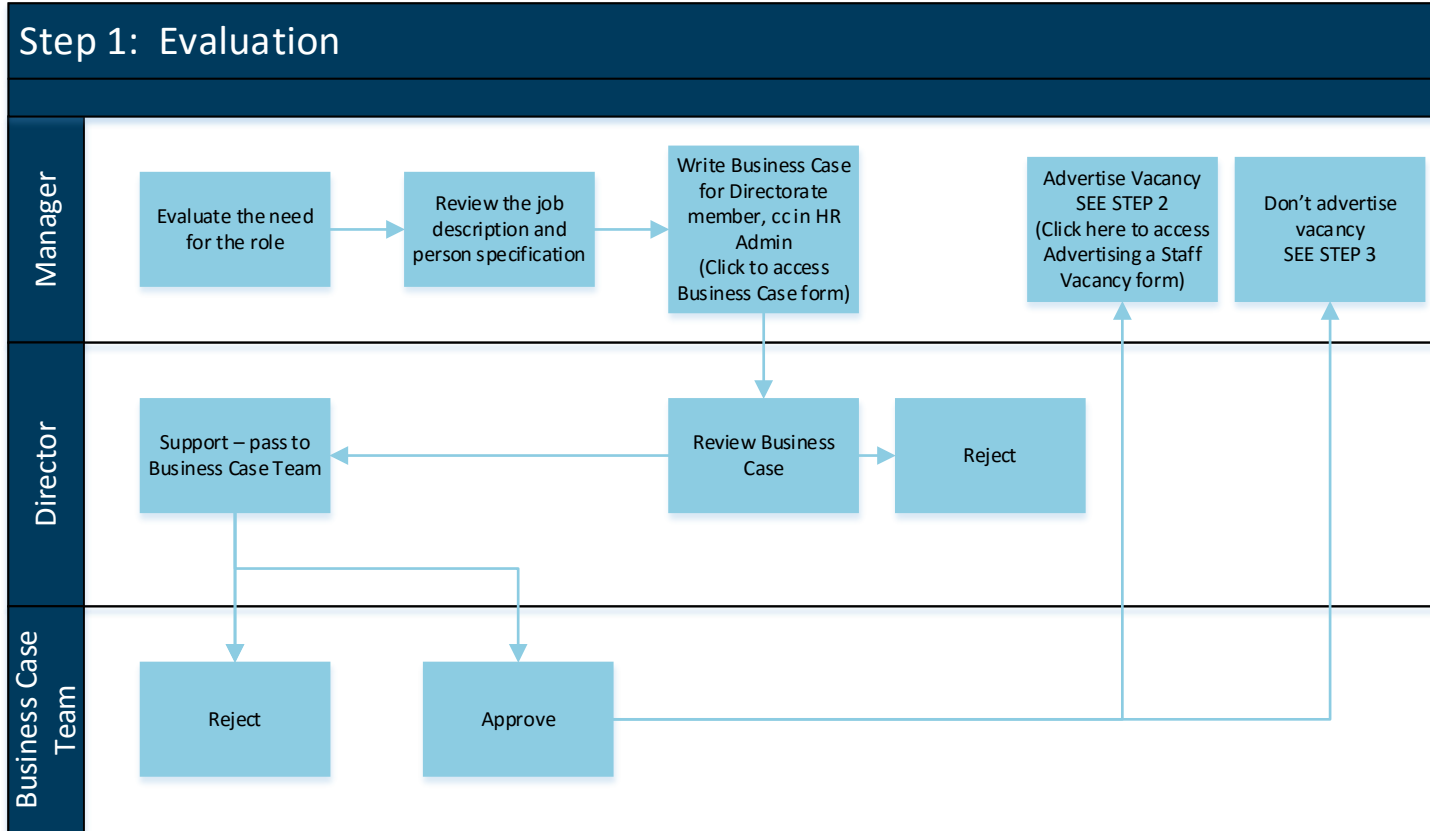
FORMS

Refer to People and Organisation Development Intranet site

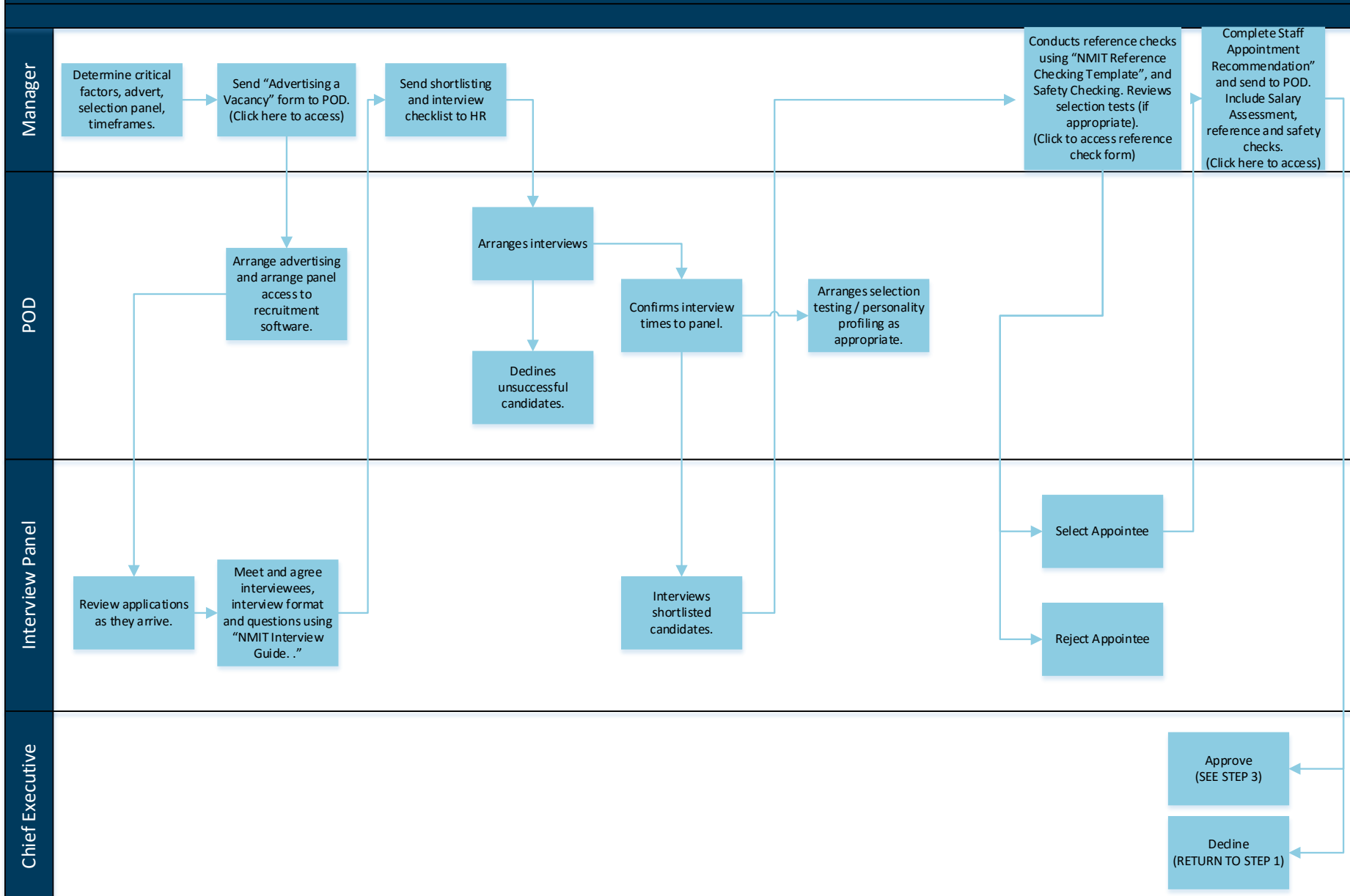
- Form A: [Business Case](#)
- Form B: [Contract for Services Request](#)
- Form C: [Advertising a Staff Vacancy](#)
- Form D: [Staff Appointment Recommendation](#)
- Form E: [Useful for Managers + Team Leaders - All Documents](#)
- Form F: [Letter of Appointment Request](#)
- Form G: [Induction Checklist](#)

APPENDICES

Appendix One: PROCEDURES



Step 2: Advertised Vacancy Process



Step 3: Offer to Appointee

