

Direct Appointment Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive - Policy	Chief Operating Officer
Responsible Manager - Policy	Chief People Officer
Review Date	3 years, 2028

Section 2 - Purpose

(1) La Trobe University recognises the importance of attracting and maintaining staff that enhance the quality and reputation of the University and are also aligned to the University's strategic vision.

(2) La Trobe University is committed to ensuring that the process of appointing staff is transparent, equitable and compliant with the University's modes of employment and classification standards.

(3) This Policy deals with the exceptional circumstances under which a candidate may be nominated for a direct appointment into a position, without the position being advertised internally and/or externally or in the circumstances where the Hiring Manager considers that no better appointment could be made following the standard recruitment process.

Section 3 - Scope

(4) This Policy applies to all University staff (academic and professional).

Section 4 - Key Decisions

Key Decisions	Role
Approve a direct appointment	Vice-Chancellor

Section 5 - Policy Statement

(5) The University is committed to ensuring that Direct Appointments (internal/external) are to be managed by exception and must receive the relevant approval prior to appointment occurring. The circumstances in which a direct appointment may be an appropriate approach include (but are not limited to):

- the candidate has achieved significant leading status/international recognition in their field and is highly sought after;
- strict time constraints/pressures dictate that a rapid response is required to engage an outstanding candidate,

- or to retain a key staff member;
- c. it can be demonstrated that advertising would not provide a more suitable candidate and a greater advantage to the University;
- d. the candidate has a rare, exceptional and/or specific skill set which is required by the University;
- e. the appointment is being made to comply with the [La Trobe University Enterprise Agreement 2023](#) or other legislative requirement; or
- f. the appointment is essential to ongoing research, or another project.

Section 6 - Procedures

(6) This Procedure details the process and responsibilities of the Hiring Manager in recruiting and employing staff at the University.

(7) This Procedure provides for the types of appointments that can exist within the [Enterprise Agreement](#) and the entitlements, rights, obligations and restrictions on those appointments.

Selection/Identification of suitable candidate

Internal Appointments

(8) An interview needs to be conducted with the Hiring Manager and at least one other independent staff member.

(9) At least one reference check is required unless they have been performing the same role.

(10) Staff on fixed term appointments are eligible for a direct appointment, however will forego their current fixed term appointment.

External Appointments

(11) An interview needs to be conducted with the Hiring Manager and at least one other staff member.

(12) At least two reference checks are required and are managed via our online reference check system.

Appointment Requirements for Approvals

(13) Where a Hiring Manager has identified an outstanding individual for appointment, the Hiring Manager requests approval by submitting a Direct Appointment Job Card (which will go through the relevant workflows), final approval is required by the Vice-Chancellor. The following must be included in the Job Card:

- a. a Position Description that is compliant with the University's classification standards and modes of employment, that will be evaluated throughout the approval process;
- b. rationale and justification for the position and appointee;
- c. CV/Resume;
- d. reference Checks (if applicable);
- e. interview outcome documentation.

For more information, please refer to

<https://intranet.latrobe.edu.au/human-resources/talent-acquisition-and-remuneration/recruitment/direct-appointments>

Offer/Contract

(14) Upon approval of the Direct Appointment Job Card, an offer/contract will be prepared and sent to the identified

candidate via our electronic recruitment system. Refer to the [Recruitment Policy](#) for further conditions/compliance requirements.

Section 7 - Definitions

(15) For the purpose of this Policy and Procedure:

- a. Conflict of Interest: is assessed in terms of the likelihood that staff possessing a particular interest could be improperly influenced, or might appear to be improperly influenced, in the performance of their duties
- b. Direct Appointment: refers to the appointment of a person, where the normal advertising and competitive selection process is not applied.
- c. Staff member: of the University means a paid staff member engaged by La Trobe University to perform work as required by a contract of employment or, in the case of casual staff, as hours are allocated.

Section 8 - Authority and Associated Information

(16) This Policy is made under the [La Trobe University Act 2009](#).

(17) Associated information includes:

- a. [Talent and Acquisition intranet](#)
- b. [Recruitment Policy](#)
- c. [Working with Children Policy](#)

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
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