

Human Resources Policy

Policy Owner	Director of Finance and Administration
Contact Officer:	Human Resources Coordinator
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Approved by:	Senior Management Group
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Related Policies:	Bullying, Harassment and Discrimination Policy Code of Conduct: ECC Obligations to Stakeholders Dress Code Policy Equal Opportunity Policy Navitas Recruitment and Selection Policy Navitas Wellness, Health and Safety Policy Occupational Health & Safety Policy Occupational Health and Safety Guidelines Staff Grievance Policy Staff Professional Development Policy Staff Study Support Policy Staff Wellbeing Guidelines

1. Overview

- 1.1. The objective of Human Resource Management within ECC is to pursue practices which attract and retain staff of high quality.

2. Organisational Scope

- 2.1. This document applies to all staff employed by ECC

3. Definitions

- 3.1. **Employee Assistance Program (EAP)** – refers to the provision of professional counselling services offered to Navitas employees. These services are free, confidential and completely voluntary.
- 3.2. **Enterprise Agreement:** a process of voluntary negotiations between ECC and staff aimed at reaching agreements which regulate working conditions, including but not limited to, working hours, salaries, training health and safety, grievance mechanisms and participation rights in workplace affairs.
- 3.3. **Job Description (JD):** Template used to present a standardised description of a particular job. It typically identifies a job title, a brief summary of the assignment, a description of essential job tasks and duties, as well as the essential and desirable criteria needed to carry out the job successfully.
- 3.4. **Occupational Health and Safety:** a cross-disciplinary area concerned with protecting the safety, health and wellbeing of people engaged in work or employment, with a goal; of providing a safe work environment.
- 3.5. **Performance Planning and Review (PPR):** a Navitas-wide process where every employee and/or work team defines a set of goals, key performance indicators that measure the success of those goals, and professional development opportunities for a fiscal year period.

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4. Policy Principles

- 4.1. This policy complies with all applicable workplace legislation including but not limited to:
- National Workplace Standards (NES) – outlining minimum terms in awards, agreements and employment contracts
 - Modern Awards – industry and/or occupation-based conditions which apply to employers and employees who perform work covered by the award.

5. Policy Content

Recruitment and Employment Conditions: ECC will recruit from among the body of applicants those staff who are most appropriately qualified and suited to undertake duties assigned to the position in question.

- 5.1. The Staff recruitment process will ensure that:
- Clear Job Description is given at the time of promoting the vacancy
 - Rigorous selection process is followed in accordance with the *Navitas Recruitment and Selection Policy*
- 5.2. ECC is committed to ensuring all staff are aware of their entitlements and the Institute's expectations with respect to their employment through:
- Job Description that clearly assigns duties, accountabilities and responsibilities,
 - ECC *Enterprise Agreement* that is mutually satisfying to staff and the Institute,
 - Further clarification in the form of a concise Contract of Employment which clearly states any entitlements of expectations not covered by the Job Description or the Enterprise Agreement.
- 5.3. ECC is committed to ensuring that the conditions of employment, including salary levels and entitlements are consistent with related industry standards. This is achieved through:
- regular review of entitlements defined in the Enterprise Agreement against current State and Federal laws,
 - Monitoring of HEW (Higher Education Workers) Administration, ECU Lecturer Awards (Diploma) and TAFE Awards (Certificate) to ensure comparability of salary levels, and
 - Annual staff Performance Planning Review (PPR) process.

Staff Induction, Equity and Safety

- 5.4. ECC is committed to ensuring that new employees are familiarised with their new working environment in a welcoming timely manner.
- 5.5. A Staff induction process, which incorporates an induction checklist, presentation of a staff induction pack to the new employee together with an appropriate induction is carried out.
- 5.6. ECC is committed to safeguarding the health, safety and wellbeing of its employees. As such a comprehensive *Occupational Health and Safety Policy, OSH Guidelines and Bullying, Harassment and Discrimination Policy* is in place.
- 5.7. ECC will provide an accessible and equitable workplace free of harassment, free of any direct or indirect discrimination, and ensure that all staff are aware of their rights and the provision of appropriate support services. Staff will have access to an Employee Assistance Program (EAP) offering free professional counselling services to individual staff and/or their immediate family member to address life challenges that may distract them from their workplace performance.
- 5.8. ECC has policies to prevent bullying, harassment or discrimination. ECC supports equal opportunity, access and equity in relation to training, recruitment, selection, flexible work arrangements and promotion.

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- 5.9. ECC employees will be fully aware of the policies and practices in place for the assurance of the health, safety, and wellbeing of stakeholders in an accessible, equitable learning environment free of bullying, harassment and discrimination
- 5.10. Staff induction processes and communication of policy updates will ensure staff remain aware of these policies.

Performance Review, Evaluation and Feedback

- 5.11. ECC is committed to providing all staff with regular performance feedback.
- 5.12. ECC will regularly monitor staff awareness and satisfaction levels
- 5.13. A regular performance review will be held at least annually at which time, the employee's Job Description (JD) may also be updated.
- 5.14. For new employees, a review will be held at the end of their probationary period.
- 5.15. Feedback mechanisms are in place including separate surveys for staff, agent and student feedback and follow-up action plans.

Staff Development

- 5.16. ECC will provide opportunities that enable staff to maximise their contribution through the use and continuous further development of their special skills and expertise.
- 5.17. ECC encourages staff links with industry and professional bodies.
- 5.18. Where possible, ECC will assist with study-work release during business hours.
- 5.19. ECC will offer ongoing staff training for in-house programs and systems to ensure their current, relevant work skills.

Contribution to and Development of ECC

- 5.20. ECC intends all its employees to be aware of and respect the importance of the roles of all staff in the continuing development of ECC.
- 5.21. Regular communication of current and forthcoming activities is promoted through the Navitas InfoNet, ECC Staff newsletter, staff meetings and emails.
- 5.22. ECC encourages development of an enterprise culture among all staff. Examples include the Rolling Plan process which ensures a consultative approach, broad based ownership and performance-based bonuses.
- 5.23. ECC is committed to empowering its employees to participate in and contribute to planning and decision-making processes where appropriate. This is evidenced through:
 - Job Descriptions
 - Quality Management System, Document Control Process and Procedures Manual,
 - Membership to internal committees and governance structure,
 - Staff participation in regular team and whole group meetings and regular staff information sessions
 - Strategic Planning Process using staff/cost centre contributions and whole-of-staff dissemination sessions re: future planning and direction of ECC.
- 5.24. ECC is committed to empowering its employees to contribute to the continuous improvement of the quality of its products and services.

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Review and Improvement

- 5.25. ECC constantly monitors the appropriateness and adequacy of its human resources in the light of its strategic goals and directions. This is brought about by the maintenance of following processes:
- Periodic reviews of organisational needs, team roles, responsibilities, division of duties and structure.
 - Job Description reviews prior to recruitment for vacant positions
 - Maintenance of up-to-date Staff Register
 - Up-to-date Personnel files
 - Academic Staff Profiles (CVs)
 - Staff Training records
 - Staff Survey feedback and follow-up action

6. Administrative Procedures

6.1 This policy available on the ECC website at: <https://www.edithcowancollege.edu.au/policies>

6.2 This policy will be communicated to new staff at induction. Any changes to this policy and related procedures will be communicated to staff via email

6.3 For additional information refer to:

- National Employment Standards (NES) <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/fair-work-information-statement>
- Modern Awards: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/modern-awards>
- Registered Agreements: <https://www.fairwork.gov.au/awards-and-agreements/agreements>
- Employment Contracts: <https://www.fairwork.gov.au/awards-and-agreements/employment-contracts>