

8.0 HUMAN RESOURCES POLICY

Policy Number	8.0
Version	1.0
Contact Officer	Manager, Governance
Date Approved by Council	May 4, 2005
Date Last Amended	
Date For Next Review	May , 2008
Related Policies	2.0 Quality Policy, 6.2 Equal Opportunity Policy
Relevant Legislation	



PURPOSE

This Policy provides the overall framework for management of Charles Darwin University's people.

POLICY

Charles Darwin University is committed to creating an environment and a management culture that fosters excellence, innovation and teamwork in all areas of University activity, as well as an organisational culture of working safely, to protect our people, property and community. The University is also committed to talent management processes that will attract and retain high-potential candidates, and to providing targeted development opportunities to produce a pool of high calibre professionals capable of leading Charles Darwin University into the future. Charles Darwin University expects a high level of professional conduct from staff, and recognises its responsibility to pursue its Mission, goals and objectives, and the need to conduct its business, in accordance with prevailing community and legislated standards of best practice.

IMPLEMENTATION

This policy will be implemented in a way that ensures:

- compliance with prevailing community and legislated standards of best practice, by:
 - developing people management processes that support and facilitate the achievement of short, medium and long term objectives;
 - building employee trust through open communication, which enables constructive changes based on employee input, the establishment of clear accountabilities and the development of a Charles Darwin University brand of employment;
 - using IT as a supporting mechanism in the human interactions and collaborations process to facilitate knowledge management to ultimately motivate staff;
 - improving career structures, performance management and compensation and reward through Charles Darwin University's consultative arrangements;
 - delivering high quality advice, expertise and support to the whole management on process implementation and developing people management skills;
 - measuring the effectiveness of our people management processes; and
- compliance with the University Quality Policy.

COMMITMENT

Charles Darwin University is committed to:

- providing sufficient skilled employees to implement this policy successfully;
- developing, reviewing and maintaining guidelines, processes and other material to support staff in effective implementation of this policy;
- establishing and monitoring performance against meaningful and measurable objectives;
- identifying competency needs and providing appropriate training and professional development of staff to meet those needs; and
- applying this policy consistently, incorporating Equal Employment Opportunity principles, for the benefit of both Charles Darwin University and its employees.

GENERAL RESPONSIBILITIES AND AUTHORITIES

- All members of the University community have a responsibility to work individually and collectively to achieve a work and study environment which is professional and in which equality of opportunity is fostered.
- All staff members are responsible for undertaking their duties in accordance with this policy.
- Senior Staff have the responsibility and authority to implement this policy and monitor its implementation in the activities of their respective areas.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

SPECIFIC RESPONSIBILITIES AND AUTHORITIES

- The Vice Chancellor is responsible for shaping an organisational culture and environment with professional standards that is conducive to achieving the objectives of this Policy.
- The Executive Director, Corporate Services, or delegate, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to human resource practices. The Executive Director, Corporate Services, or delegate, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Pro Vice Chancellor, Teaching and Learning, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to the development and promotion of academic staff. The Pro Vice Chancellor, Teaching and Learning, will take advice from the Deputy Vice Chancellor, Research, on matters that intersect with research, research training and research-only staff. The Pro Vice Chancellor, Teaching and Learning, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Dean of a Faculty is responsible for ensuring this policy is implemented within the relevant faculty, and for monitoring its observance. The Deputy Vice Chancellor, Research, is responsible for ensuring this policy is implemented within the Institute of Advanced Studies, and for monitoring its observance in the Institute.
- The Head of School is responsible for ensuring compliance with this policy in school-level activities by all staff of the school (including adjuncts and casual staff) and reporting on compliance to the Dean of Faculty and members of the Executive as appropriate.

Professor Helen Garnett
Vice-Chancellor

Date