

STAFF RECRUITMENT POLICY

Section	People and Culture
Contact	Staff Recruitment Manager
Last Review	N/A
Next Review	November 2023
Approval	27 February 2020
Effective Date	1 March 2020

Purpose:

The purpose of this policy is to ensure we attract and select the right people for the right roles at the right time, to enable those people to help us to make a difference in the world as a place of higher learning.

Policy:

All appointments to vacancies are to be made on the basis of relevant merit, while ensuring we meet our legislative responsibilities, contractual responsibilities and agreed obligations and are able to move decisively and to minimise risk and secure talent in a competitive marketplace. We are committed to upholding Tiriti o Waitangi principles through our attraction, recruitment and selection practices.

Context

Any opportunity to bring new people into our University, is an opportunity to enhance our capabilities and the quality of our outputs as well as an opportunity to enhance the mana of the University with all who touch the recruitment process. Each and every person employed at Te Kunenga Ki Pūrehuroa

Position

Ko Te Kunenga ki Pūrehuroa te kaupapa e tū ngātahi ai tātou hei waihanga i ngā momo mātauranga ki te pae o angitū. He ara putanga tauira, he ara e hua ai ngā tini kaupapa ki Aotearoa puta noa i te ao whānui. Kia toi te mana motuhake o te iwi Māori, kia toi te reo Māori, kia toi te ora o te tangata, te rangi me te whenua mā reira e whakatinana ai te mana o Te Tiriti o Waitangi.

At Massey University we are Tiriti-led, upholding Tiriti o Waitangi principles through our practices in all aspects of our learning, teaching and research and our citizenship; we work together with mutual respect and caring; and we are future-focused, results-oriented and strive for excellence.

Located in the South Pacific Ocean, Aotearoa New Zealand is an influential leader in many fields of academia across Oceania and the wider Asia Pacific region, as well as a major contributor across the globe. As a leading practical and applied tertiary education institution, Te Kunenga Ki Pūrehuroa (Massey University) is ideally positioned to be an innovative leader through our pursuit to provide world class teaching, learning and research through the quality of our policies, our practices and most importantly, our people.

Our policies are created to appreciate the connections our people have to whānau, to whenua and Te Tai Ao in which we operate and by recognising the importance of our people, their ability to grow and the whakapapa they descend from. This is summed up in this whakataukī:

*“Hutia te rito o te harakeke Kei whea to kōmako e kō?
Ki mai ki ahau He aha te mea nui o te Ao?
Maku e kī atu,
he tāngata, he tāngata, he tāngata...”*

*“If the heart of the harakeke was removed, where would the bellbird sing?
If I was asked what was the most important thing in the world?
I would be compelled to reply,
it is people, it is people, it is people...”*

Equal Opportunities

Te Kunenga Ki Pūrehuroa is an equal opportunities employer as we embrace diversity and inclusion and are committed to providing a safe environment to provide equal opportunities for all, while openly encouraging underrepresented groups to join us.

All reasonable care must be taken to avoid bias through each step of the process including:

- An unbiased Job Description and Person Specification
- Neutral wording in advertising for all diversity categories
- Recognition of the added value of flexible work practices
- A balanced and appropriate selection panel

Responsibilities under the State Sector Act

To meet our responsibilities under the State Sector Act, all permanent and fixed-term vacant positions must, where practicable, be advertised in a manner sufficient to enable suitably qualified persons to apply for the position, except:

- Positions of twelve months duration or less, or;
- When the Deputy Vice-Chancellor People and Culture or delegate accepts a recommendation for appointment by invitation, or;
- Where the position has been advertised recently (within the last 9 and as much as 12 months for senior or hard-to-fill roles), such that it is highly unlikely that further advertising will draw additional suitable applicants than were received on the earlier occasion, and a suitable candidate has been identified.

Responsibilities under the Immigration Act

Te Kunenga Ki Pūrehuroa is accredited by Immigration NZ to support visa applications under the Work for Residence - Talent (Accredited Employer) scheme.

New Zealand applicants (and our ability to train and develop those applicants) must be considered before offering employment to any non-New Zealand candidate.

Obligations to Tangata Whenua

As a Te Tiriti-led university, Te Kunenga Ki Pūrehuroa has stated objectives to increase the numbers of Māori staff. The emphasis to attract, recruit and select Māori staff must be a prime consideration for all vacant positions.

Obligations to Pacific Peoples

Te Kunenga Ki Pūrehuroa has specified obligations to increase the numbers of Pacific staff. Every vacant position should be seen as an opportunity to employ Pacific peoples.

Obligations to Existing Staff

To provide opportunities for existing staff, all vacant positions at grade 3 or below will be advertised internally for at least one week prior to being advertised externally (if deemed necessary), unless it is clearly evident that no current internal staff would be suitable to fill a particular vacancy.

Internal secondment opportunities should be considered prior to creating any vacancy.

Opportunities for redeployment for staff undergoing restructuring must be considered when filling any vacancy.

Staff Recruitment Software

All vacancies are to be processed through erecruit, our on-line recruitment and selection management tool.

Use of External Search or Recruitment Agencies

Approval to utilise the services of any external search or recruitment agency must be obtained from the Staff Recruitment Manager, prior to any commitment and shall only utilise providers endorsed by the Staff Recruitment Manager.

Principles of Recruitment

- The attraction, recruitment and selection process should be transparent, timely and appropriate to the vacancy.
- Candidate care and well-timed communication is essential.
- Candidate confidentiality must be maintained at all times.
- Interviewed candidates are to be assessed equitably and transparently
- All evaluative material is to be collected by the panel chair and disposed of accordingly (with the exception that where candidates include staff who are affected by change, the recruitment file should be retained for 12 months from the appointment decision, and then disposed of).
- All pre-employment checks must be carried out in accordance with the *Policy on Pre-Employment Checks for Prospective Employees*.
- All relevant qualifications must be validated or verified in accordance with the *Policy on Verification and Validation of Qualifications*.

Process Responsibilities

Hiring managers are responsible within the framework provided by People and Culture, for the overall staff recruitment and selection process and for partnering with the staff recruitment team with agreed roles as between the manager and the recruitment team, for each assignment.

Staff Recruitment Support and Advice

People and Culture have a team of specialist staff available to advise and assist with all staff recruitment needs. Contact: recruitment@massey.ac.nz or ext 86000 or (06) 951 9000

- The services provided include:

- Advice, support and training on the use of erecruit
- Advice and support for all attraction and recruitment strategies
 - Key Success Factors
 - Advertising copy
 - Vacancy marketing
 - Advice to identify candidate markets
 - Proactive candidate searches
 - Talent pipeline management
 - Careers videos
 - Development of vacancy landing sites
- Advice on selection processes
 - Selection panel make-up
 - Shortlisting
 - Interviews
 - Offer and Acceptance

Audience:

All managers who have staff reporting to them and all staff who support the attraction, recruitment and selection of staff.

Relevant legislation:

State Sector Act 1988 and Amendments
Employment Relations Act 2000
Human Rights Act 1983
Immigration Act 2009
Privacy Act 1993
NZ Bill of Rights Act 1990

Related procedures / documents:

[Appointment to Supernumerary Academic Positions Policy](#)
[Equal Employment Opportunities Policy](#)
[Induction Policy](#)
[Delegated Authority Policy](#)
[Policy on Pre-Employment Checks for Prospective Employees](#)
[Policy on Verification and Validation of Qualifications](#)
[Staff Conduct Policy](#)
[Conflict of Interest Policy](#)

Document Management Control:

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