

HUMAN RESOURCES MATTERS

Newsletter of Human Resources

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HR Consultants - update

Please be advised that all of the HR Consultancy Services Team will be attending a Development Workshop from **Wednesday 7 October** until and including **Friday 9 October 2009**.

This early advice is provided to allow sufficient time for staff to contact their local HR Consultant for any assistance, advice or service that may be required next week.

During the period 7 October – 9 October any urgent matters should be directed to the following HR staff within the Office of the HR Director:

Josie Cassells – ext: 2909 or josie.cassells@acu.edu.au
Michael Hanckel – ext: 2355 or
michael.hanckel@acu.edu.au

Non urgent matters will be attended to from Monday 12 October. Your understanding and cooperation during this period is appreciated.



Mental Health Week

MENTAL HEALTH WEEK – 4-10 OCTOBER 2009

Mental health issues will affect 1 in 5 Australians sometime in the next 12 months. While this is a concerning statistic, the good news is that there are steps we can take as individuals and as a community to look after our mental well-being.

National Mental Health Week, which runs from 4 to 10 October 2009, aims to support the social and emotional wellbeing of Australians by encouraging everyone to maximise their health potential. There are also events being held throughout the country to support Mental Health Week. The links below provide information about what is happening in your area and also provide some ideas about how we can all build our resilience to make the most of every day.

NSW

<http://www.mentalhealth.asn.au/wellbeing/mental-health-week-nsw-launch.html>

QLD

http://www.mentalhealth.org.au/MHW_%26_Events.html

VIC

<http://www.mentalhealthvic.org.au/index.php?id=61>

ACT

<http://www.mhf.org.au/mhf/MentalHealthEvents.aspx?a=12&s=52&c=305>

MENTAL HEALTH WEEK – 4-10 OCTOBER 2009 Cont...

10 Tips to Build Your Resilience

We can all build and improve on our ability to be resilient when faced with stressful and difficult situations. Listed below are some helpful tips that you can use to build your resilience. They are adapted from the Mental Health Association of NSW's popular *10 Tips to Stress Less* poster and its postcard resources.

- ❖ *Have the courage to be imperfect*
- ❖ *Take time for yourself*
- ❖ *Sign up for that course, join that club*
- ❖ *Be active every day in as many ways as you can*
- ❖ *Spend time with people who make you feel good*
- ❖ *Laugh out loud each day*
- ❖ *Invite your neighbour over for a cup of tea*
- ❖ *Do one thing now you've been putting off*
- ❖ *Remember, this too shall pass*
- ❖ *Focus more on things you can control*



10 Tips to Build Your Resilience
Mental Health Week 4 – 10 Oct



Delegating Leave Approval

Delegating your Leave Approval whilst on leave: Advice for Supervisors

When you are going on leave it is important that you organise which staff member or members in your organisational unit will hold your delegation during your absence. There are two main ways to achieve this. Within Staff Connect Managers have the option of passing on their leave delegation to other staff via the Manager Options / Delegations menu item. Managers are required to select the staff member delegate, the time period involved and which leave types (or all leave types) and Staff Connect will accept the changes. During this period, workflow items will then be automatically rerouted as delegated.

Alternatively, if a Supervisor wishes to delegate a staff member to act formally across broader supervisory aspects of the role (including reporting relationships and formal supervision), changes can be made to “appoint” the staff member to that role for a specified period of time. Such notifications (including any authorised documentation for Higher Duties Allowances, if applicable) should be provided by Supervisors to Human Resources via their local HR Consultants or via the email address: hr@acu.edu.au.

Further information on Delegations and other Staff Connect functionality can be found in the [Staff Connect Online Training](#) resource.



Tips for the Week ... Instincts - don't leave home without them!

I wish I could “SHOUT” from the highest mountain for the entire world to hear, “We are all absolutely, amazing, spectacular, fantastic, miraculous and profoundly wise, why? Because we all have instincts, that’s why.” How many times have you recognised that you knew something, even though there was no practical way you could? How many times have you sensed a friend or someone in your family, needed you?

How many times have you thought about someone and the next day you either bump into him or her, or they phone you? How many times have you been talking to someone and you sensed exactly how they were feeling, even though they are saying something completely different?

How many times have you had a sense of caution and it turned out to be true? How many times have you been driving somewhere and got a feeling telling you NOT to go that way and it turned out to be correct?

“AND HOW MANY TIMES HAVE YOU IGNORED YOUR INSTINCTS AND REGRETTED IT?”

Instincts are a true gift that we humans need to recognise and use in our lives, more and more. I always advise my patients to allow their instincts to guide them with everything. Whatever it is, if you tune in to yourself and ask a question, you will hear, or just feel the answer, it might not be the answer you want, but it will ALWAYS be the truth.

Your instincts are that strong, quiet, confident, calm sense of inner knowing, whereas your emotions are that loud, tense and at times, hysterical voice telling you what you should do.

Please listen and be guided by your instincts and please encourage and teach your children to recognise and use their instincts also, they can and will keep you safe and they will allow you to live in truth, not in a pretend world.

Source: www.thetest.com.au

Careers at ACU

All positions advertised internally and externally are now placed on the University's Careers at ACU website. The website provides applicants with the ability to search for suitable vacancies; apply for vacancies on-line and obtain information about ACU as an employer. To search and apply for vacant positions at ACU National please visit the Careers at ACU website <http://www.acu.edu.au/careers/>

Current Positions Available

Current positions available on the Careers at ACU website are listed below. Please select the position titles for further details:

Senior Lecturer in Nursing - Ballarat	Application Closes 4 October
Associate Professor & Deputy Head of School – Melbourne	Application Closes 4 October
Library Technician (Lending Services Supervisor) – Canberra	Application Closes 5 October
Librarian (Liaison)/Cataloguer - Canberra	Application Closes 5 October
Planning and Quality Officer – North Sydney	Application Closes 6 October
Administrative Officer (International Admissions) – North Sydney	Application Closes 9 October
Lecturer in ICT Curriculum and Education Studies / Access & Equity - Strathfield	Application Closes 12 October
Lecturer in Early Childhood Education - Strathfield	Application Closes 12 October
Lecturer in Visual Arts Curriculum (Primary) / Teaching & Classroom Management Education Studies – Strathfield	Application Closes 12 October
Administrative Assistant - Canberra	Application Closes 16 October
Administrative Officer – North Sydney	Application Closes 16 October
Administrative Officer – Brisbane	Application Closes 16 October
Student Support Officer - Brisbane	Application Closes 16 October
Senior Lecturer in Nursing - Canberra	Application Closes 19 October



Careers at ACU