

# HUMAN RESOURCES MATTERS

*Newsletter of Human Resources*

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## Reminder

### Recruitment and Selection Timelines – December 2009 – January 2010

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Recruitment and selection timelines at the end and beginning of each year have now been successfully implemented for a number of years at ACU. This has assisted Managers and Supervisors planning their staffing and recruitment needs in advance. The timelines also ensure advertisements are published at a time when the University gains the most exposure to attract the best available applicants and that recruitment and selection occurs at a time when the efficient delivery of recruitment administration can be provided.

To provide as much notice as possible, the recruitment and selection timelines for December 2009 and January 2010 have been established as follows:

#### **Recruitment and Selection timelines - December 2009**

Final date for advertisement: Saturday 12 December 2009

Draft advertisement and supporting documentation to be received by Monday 7 December 2009

Final date for interviews: Wednesday 16 December 2009

For letters of offer to be sent in 2009, complete documentation must be received by Friday 18 December 2009

To assist with planning for an interview date you are also reminded that interviews cannot be held until 10 working days have elapsed following the closing date for receipt of applications. Therefore, managers who wish to advertise and hold interviews prior to the 2009 deadlines will need to have positions advertised no later than 14 November 2009 (for positions with a 2 week closing date). Any positions advertised after this date until 12 December 2009 will need to have the interview date scheduled after 11 January 2010.



*Request to confirm Employment information*

## Requests to confirm Employment information

Human Resources would like to remind staff that if you would like us to confirm your employment details with an external company then you need to supply us with your written permission to do so.

HR has recently received many calls from overseas call centres from banks wanting to confirm personal information with regards to credit card applications. One bank in particular is telling the staff member that there is no need to give permission and then the call centre randomly selects an ACU staff member from the ACU website and starts asking for personal information.

If you are applying for a loan, credit card, mobile phone account or Real Estate lease and you know that the company will contact ACU to confirm your salary and employment details please forward your written approval to release the information (including the information to be released and the name of the company concerned) to the Remuneration & Benefits Unit on fax ext: 4089. Alternatively you can sign, scan and email your permission from your ACU email account to [hr@acu.edu.au](mailto:hr@acu.edu.au)



**Is Now Live!**

## Launch of Social Inclusion in Education website

The National Centre for Student Equity in Higher Education (NCSEHE) has launched the above web site. The Centre aims to provide a centralised online portal for researchers, practitioners, teachers, managers and policy makers to network and locate information and scholarship regarding social inclusion and student equity issues.

The site includes an extensive library, details of events and programs, and it also provides opportunities for collaboration between site users with the use of social networking software.

This site should be a valuable resource for ACU staff who are involved and/or interested in social inclusion in the higher education sector.



*Criteria for conversion to other employment types*

## General Staff Casuals – Criteria for conversion to other employment types

A casual staff member is a person who is engaged and paid on an hourly basis. The ACU Staff Enterprise Agreement specifies the terms and conditions of employment that apply to casual general staff.

The Agreement provides that in certain circumstances, (including meeting the following qualification periods), a casual staff member may make a written application to the University to become employed on a more regular basis through conversion to a fixed-term or continuing appointment<sup>1</sup>.

In order to meet the eligibility criteria, a casual general staff member must have worked on a regular and systematic basis in the same or a similar and identically classified position in the same department (or equivalent) for either of the following time periods:

- (i) Over the immediately preceding period of 12 months the casual must have worked on average, a number of hours equal to at least half of the ordinary weekly hours that would have been worked by a comparable full time staff member, or
- (ii) The casual staff member has been engaged over the immediately preceding period of at least 24 months.

The University will not refuse an application unless there are reasonable grounds to refuse the request.

Those reasonable grounds include if:

- the staff member is a student.
- the staff member is a genuine retiree.
- the staff member is performing work that is not going to continue.
- the staff member is performing work that is going to be performed by a non-casual staff member (eg. the position is to be advertised).
- the staff member has a primary occupation with the University or outside the University (including as a contractor or self employed person).
- the staff member does not meet the inherent requirements of the role, or
- the work is ad hoc, intermittent and/or involves hours that are not regular.



*Criteria for conversion to other  
employment types*

If a casual general staff member believes that her or his employment history fulfils the above criteria, she or he may lodge a written application to her or his supervisor requesting that the University consider converting the casual engagement to either a fixed-term or continuing appointment.

After considering the request, the University will either grant the application or provide the casual staff member with the grounds for the rejection of the request for conversion. It should be noted that if the reason given for the rejection of the request for conversion ceases to apply, then the casual staff member may re-apply for conversion citing the relevant change in circumstances. Otherwise the casual staff member can only re-apply after a further 12 month period.

Any queries regarding the criteria or process for applications for conversion to be submitted or considered should be referred to the Employment Relations Office through the [hrpolicyfeedback@acu.edu.au](mailto:hrpolicyfeedback@acu.edu.au) email address.

<sup>1</sup> See Clause 6.10.6.2 of the ACU Staff Enterprise Agreement, 2005 - 2008



*Women in Science 25<sup>th</sup> Anniversary*

## Women in Science 25<sup>th</sup> Anniversary

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The 25<sup>th</sup> Anniversary forum for the Women in Science Enquiry Network (WISENet) is being hosted by the University of Wollongong. The forum is a celebration of the achievements of women in science in Australia.

Details of this important event are as follows:

**Date:** Friday November 27 2009  
**Times:** 10.00am – 4.00pm  
**Location:** University of Wollongong  
Communications Building 20

The two key guest speakers will be Professor Margaret Sheil, Chief Executive Officer, Australian Research Council (ARC) and Professor Sharon Bell, L.H. Martin Institute, Melbourne Graduate School of Education.

Organisers are encouraging people to put their hand up to give a 3 minute talk (using only one slide) about their research. They are interested in hearing from emerging researchers, student researchers and experienced and acclaimed researchers.

To register and see details of the event go to <http://staff.uow.edu.au/eed/linkingwomen/index.html>

## Online Learning

### How to retrieve your login details and changing your password

#### Techniworks Courses

##### Change Password

- Step 1** Select 'Change Password' from the menu.
- Step 2** Enter the old password, which is case sensitive.
- Step 3** Enter the new password.
- Step 4** Enter the new password again.
- Step 5** Click 'Change Password' to proceed.

##### Email My Password

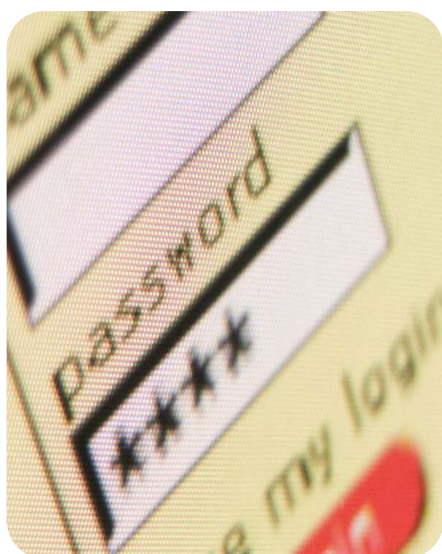
- Step 1** Select 'Email my Password' from the login screen.
- Step 2** Enter your work email address, then click 'Submit'.
- Step 3** Retrieve the password from your inbox.

##### Blake Dawson - Trade Practices Act

It is good practice to change your password when you first login and at regular intervals afterwards. Once you have logged in, the steps to change your password are:

- Step 1** Select Administration on the Home page, this displays the Personal Details screen.
- Step 2** In the Old Password box, enter your existing password.
- Step 3** In the New Password box, enter your new password (minimum of 8 characters).
- Step 4** In the Confirm Password box, re-enter your new password.
- Step 5** Click the Save button.

If you have any further concerns, please call Rebecca Warren at Learning and Development on x2590.



*Online Learning – change of Password*



*Stretches*

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## Tip of the Week....

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### Regular Stretches

HR thanks Dr Laming for providing this information:

I have had a bad back all my life and have a wonderful physio who keeps me operational. He advised me to install a screen saver/timer on my desktop computer to make sure that I take regular breaks and do my stretches. There are dozens available; the cost ranges from free to very expensive. The one I now have is called Eye Saver and is a free download. You can set the timer for the interval you prefer and then a lovely picture of flowers that covers the whole screen will appear regularly. The timer counts down 2 minutes and you can exercise or just stop work and rest until the screen comes alive again.

Dr. Madeleine M. Laming  
Co-ordinator  
Graduate Diploma in Education (Secondary)  
Trescowthick School of Education, Victoria  
Australian Catholic University Ltd.

**Other exercises were provided in HR Matters Issues 29, 30 and 35**

## 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 Administrative Officer (Marketing & Communications Officer) - Melbourne	Application closes 15 November
Library Assistant - Canberra	Application closes 16 November
Client Services Officer - Brisbane	Application closes 17 November
Technical Officer (Design and Technology) - Strathfield	Application closes 20 November
Finance Officer - Brisbane	Application closes 22 November
Administrative Officer - Melbourne	Application closes 22 November
Lecturer in Youth Work - Melbourne	Application closes 23 November
Lecturer in Music - Melbourne	Application closes 23 November
Associate Lecturer or Lecturer in Biosciences - Melbourne	Application closes 23 November
Lecturer in Graphics - Melbourne	Application closes 23 November
Lecturer in Media - Melbourne	Application closes 23 November



Careers at ACU



*Careers at ACU*

### Current Positions Available – cont'd

Senior Lecturer in Media/Communication - Melbourne	Application closes 23 November
Administrative Officer (Reception)	Application closes 23 November
Lecturer in Moral Theology - Brisbane	Application closes 23 November
Executive Officer - Canberra	Application closes 23 November
International Student Adviser - Melbourne	Application closes 29 November
Lecturer in Nursing - Brisbane	Application closes 7 December
Senior Lecturer in Nursing - Brisbane	Application closes 7 December