

Talent Acquisition

Policy UP22/15

Approver	Vice-Chancellor
Sponsor	Deputy Vice-Chancellor (Operations)
Owner	Chief People and Culture Officer
Secretary	Corporate Secretary
Policy Type	Administrative
Policy Category	People and Culture

1 Purpose

- 1.1 The purpose of this Policy is to —
- support the **Talent Acquisition** practices of the **University** and its ability to meet its strategic workforce needs;
 - support the University to build and maintain a diverse, equitable and inclusive workforce;
 - promote a candidate-centric experience where all **Employees** and **Prospective Employees** are treated fairly, equitably and with respect;
 - support our leaders to be empowered to make hiring decisions on behalf of the University by ensuring they have the knowledge, information, guidance and support to attract and retain Employees who are aligned with the University's objectives and values; and
 - express selection and appointment processes that are transparent, robust, well documented and ensure candidates' details are kept confidential.
- 1.2 This Policy is to be read in conjunction with the following —
- A Talent Acquisition Procedure;
 - Employment Checks Procedure;
 - Relocation Expenses Procedure;
 - Honorary and Visiting Appointments Procedure;
 - Talent Acquisition Approval Matrix;
 - Code of Ethics and Code of Conduct;
 - UWA People and Culture Strategic Plan 2025-2030;
 - Visa and Immigration Policy;
 - Award of the Title of Emerita Emeritus Professor Policy;
 - Diversity, Equity and Inclusion Policy;
 - Gender-Based Violence Prevention and Response Policy;
 - Conflict of Interest Policy; and
 - Mobility and Flexibility Policy.

2 Definitions

Term	Definition
Employee	Is defined in Part A section 3 of the UWA Academic and Professional and General Employees Enterprise Agreements 2023.
Policy	An approved instrument registered on the UWA Policy Library that expresses principles to regulate behaviour and practice.
Procedure	An approved document that enables compliance with the implementation of policy principles by providing step-by-step instructions on how to action specific parts of a Policy.
Prospective Employee	A person who has applied for, or is being considered for, employment with the University, but who is not yet an Employee.

Term	Definition
Talent Acquisition	Is defined in section 4.
University	Is defined in Part 1 section 2 of the University of Western Australia Act 1911 (WA).
University Executive	Any of the following positions: <ul style="list-style-type: none"> • Vice-Chancellor • Senior Deputy Vice-Chancellor • Deputy Vice-Chancellors • Chief Financial Officer.

3 Scope

3.1 The scope of this Policy applies to Employees and Prospective Employees of the entire University.

4 Talent Acquisition

4.1 Talent Acquisition means the process of attracting, selecting and appointing Talent.

4.2 **Talent** means an Employee or a Prospective Employee.

4.3 People and Culture will design and develop fit-for-purpose recruitment processes that are timely, candidate-centric, transparent and are aligned with the University's strategic and operational objectives, in accordance with Talent Acquisition procedures.

4.4 The University will appoint talented candidates through a fair, appropriate and merit-based assessment in accordance with Talent Acquisition procedures.

4.5 The University will treat all candidates fairly, respectfully and equitably in a safe environment that supports equal opportunity to apply for positions.

4.6 The University will make available all externally advertised vacancies to internal candidates to provide opportunities for its people to foster their career development.

4.7 The University will manage all approvals of positions and appointments in accordance with the Delegation of People and Culture Authority Recruitment Approval Matrix.

4.8 The University will undertake Talent Acquisition practices aligned with its commitments under the Diversity and Inclusion Strategy, Indigenous Strategy, and People and Culture Strategy.

4.9 The University will manage compliance of Talent Acquisition practices in accordance with the Gender-Based Violence Prevention and Response Policy.

Legislative Context

Relevant Legislation or Regulations
<i>University of Western Australia Act 1911 (WA)</i>
<i>University of Western Australia Statute (2020)</i>

End