



CAASTRO
ALL-SKY ASTROPHYSICS

Recruitment Policy

ARC Centre of Excellence

Last updated: 21 October 2014

Owner: Chief Operating Officer

Overview

CAASTRO staff are employed by their University and funded by CAASTRO.

This policy details how CAASTRO interacts with University recruitment policies. If there is any doubt or conflict, procedures should defer to the relevant University policy.

There are 3 categories of staff funded by CAASTRO that are employed by each individual university:

- Research Staff – classified under the Academic EBAs and pay scale
- Professional staff – classified under the General staff (or equivalent) EBAs and pay scale
- Pre-PhD/Other – generally those between roles such as: undergraduate and PhD; or PhD and a Post-doctorate role.

Scope

The CAASTRO Recruitment Policy applies to all positions of employment funded by CAASTRO.

Related Documents

All CAASTRO staff are automatically granted CAASTRO membership. The **CAASTRO Membership policy** outlines membership entitlements and obligations.

All Research roles are advertised through the American Astronomical Society (AAS) and must adhere to **AAS guidelines** and timeframes (<http://aas.org/governance/resolutions.php#postdoc>). CAASTRO advertises in September/October/November as a general guideline.

Policy

CAASTRO staff are employed by their University and funded by CAASTRO.

This policy details how CAASTRO interacts with University recruitment policies. Where there is any doubt the process defers to the relevant University's recruitment policy.

1. Research Staff

In order to receive CAASTRO funding the following procedures need to be followed:

<i>Appointment identified</i>	The need for appointment is identified from the Project Plan or the budget, or on nomination due to a target of opportunity.
<i>Position description</i>	The position description is developed by the Theme Leader, Node Director and Project manager following the University's procedures and templates.

Advertising

Position descriptions should include: level; length of appointment; and proposed starting date.

Position needs to be sent to the CAASTRO executive for approval or feedback.

Once approved, no further changes to position description can be made without explicit approval by the CAASTRO Executive.

Node Director and Project managers are responsible for internal HR procedures involving hiring approval, grading and advertising within their own University.

All recruitment costs such as advertising, relocation and visa/immigration are to be borne by the node out of its CAASTRO budget or otherwise.

The following **standard wording** must be used in all CAASTRO job adverts:

Job Title: CAASTRO Postdoctoral Researcher on <TOPIC>

Postdoctoral position at <UNIVERSITY> to undertake research on <TOPIC> as part of the ARC Centre of Excellence for All-sky Astrophysics (CAASTRO), under the guidance of <SUPERVISOR>.

The ARC Centre of Excellence for All-sky Astrophysics ("CAASTRO") aims to establish Australia as a world-leader in wide-field optical and radio astronomy. CAASTRO is answering fundamental questions about the nature of the Universe, is developing innovative ways of processing enormous data sets, and is enabling a diverse set of opportunities for students and early career researchers. CAASTRO is a research partnership between The University of Sydney, The University of Melbourne, The Australian National University, Swinburne University of Technology, The University of Queensland, Curtin University and The University of Western Australia, the latter two operating as the joint venture, ICRAR. CAASTRO is also collaborating closely with the Australian Astronomical Observatory, CSIRO, and other Australian and international partners. CAASTRO supports the activities of over 160 researchers, administrative staff and students.

This position, based at <UNIVERSITY> in <CITY>, is aimed at <PARAGRAPH DESCRIBING POSITION>.

This appointment will be for <DURATION> years. CAASTRO supports a flexible working environment; subject to visa restrictions, this opportunity is available as either a full-time or part-time position.

For more information on how to apply for this position (and others within CAASTRO), go to <http://www.caaastro.org/jobs> and follow the links.

Advertisements must be listed on the AAS Job Register (<http://jobregister.aas.org/>) and the job board of the recruiting University. The AAS job register addition is usually managed by the Administering Organisation.

Positions should be advertised during the astronomy recruitment cycle which runs from September to November each year. Refer to the AAS Guidelines regarding the timing of job adverts and closing dates, (http://jobregister.aas.org/job_register_publication_policy).

All positions must be offered as both full-time and part-time.

The extent to which positions need to be advertised vs appointed on nomination is determined by the University's recruitment policy.

Recruitment Process

Selection panel must include Theme Leader or their delegate as an external member.

The Selection panel should have an appropriate gender balance.

Selection Committees should ensure there is an appropriate gender ratio when short-listing positions.

Amendments to terms

Applications to amend the terms of employment from part-time to full-time or full-time to part-time will be actively considered on an individual basis subject to budget considerations and University policies.

Candidate interviews

If the Theme Leader is also the Node Director for that node or has a conflict of interest that prevents them reviewing the candidates, then the CAASTRO executive appoints an alternative external CAASTRO investigator.

Shortlisting, interviews and ranking of candidates proceeds as per internal university policy.

Where possible, the panel should try to ensure there is an appropriate gender ratio when short-listing positions.

Making an offer

When a top-ranked candidate has been identified an informal offer should be made by the Project manager in consultation with the Theme Leader and Node Director.

Any negotiations with the top-ranked candidate with regard to level of appointment, length of term, starting date need to be carried out in consultation with Theme Leader, who will likely be authorised to make decisions in this regard on their own, or who can bring issues back to the CAASTRO Executive for further discussion.

Once a candidate is satisfied with the terms of employment a formal offer of employment should be prepared for their consideration as per internal university policy.

If a candidate formally accepts the position, the Node Director notifies the CAASTRO Executive of their acceptance and start date.

If an offer is made to the same candidate for multiple positions the CAASTRO Executive can review options on a case-by-case basis. However, the candidate will decide which position they will accept based on the offers made.

<i>Flexible Terms</i>	The terms of employment must be confirmed at the time the job offer is made and will be included in the employment contract. Job applicants do not need to provide a case for their decision to work full-time or part-time.
<i>Start date</i>	When the candidate commences work they should be given access to CAASTRO intranet and mailing list, and welcomed via email or newsletter.
<i>Position not filled</i>	If a top-ranked candidate declines, offers to other candidates should proceed as per internal university policy. If a position is not filled, Node Director notifies the CAASTRO Executive of this. The project plan and budget are then adjusted appropriately.

2. Professional Staff

In order to receive CAASTRO funding the following procedures need to be followed:

<i>Appointment identified</i>	The need for appointment is generally identified from the budget or as a replacement position.
<i>Position description</i>	The position description must be developed by the line manager following the University's procedures and templates. Position descriptions should include: level; length of appointment; and proposed starting date. The Centre Director and Chief Operating Officer must be informed of recruitment.
<i>Advertising</i>	Line managers are responsible for internal HR procedures involving hiring approval, grading and advertising. All recruitment costs such as advertising, relocation and visa/immigration are to be borne by the node out of its CAASTRO budget or otherwise. The following standard wording must be used in all CAASTRO job adverts:

Job Title: CAASTRO <TOPIC>

The ARC Centre of Excellence for All-sky Astrophysics ("CAASTRO") aims to establish Australia as a world-leader in wide-field optical and radio astronomy. CAASTRO is answering fundamental questions about the nature of the Universe, is developing innovative ways of processing enormous data sets, and is enabling a diverse set of opportunities for students and early career researchers. CAASTRO is a research partnership between The University of Sydney, The University of Melbourne, The Australian National University, Swinburne University of Technology, The University of Queensland, Curtin University and The University of Western Australia, the latter two operating as the joint venture, ICRAR. CAASTRO is also collaborating closely with the Australian Astronomical Observatory, CSIRO, and other Australian and international partners. CAASTRO supports the activities of over 160 researchers, administrative staff and students.

This position, based at <UNIVERSITY> in <CITY>, is aimed at <PARAGRAPH DESCRIBING POSITION>.

This appointment will be for <DURATION> years. CAASTRO supports a flexible working environment; subject to visa restrictions, this opportunity is available as either a full-time or part-time position.

For more information on how to apply for this position (and others within CAASTRO), go to <http://www.caastro.org/jobs> and follow the links.

	<p>The extent to which positions need to be advertised vs appointed on nomination must be determined by the University's recruitment policy.</p>
<i>Recruitment Process</i>	<p>The Selection panel should have an appropriate gender balance.</p> <p>Selection Committees should ensure there is an appropriate gender ratio when short-listing positions.</p> <p>Where possible, the panel should try to ensure there is an appropriate gender ratio when short-listing positions.</p>
<i>Candidate selection</i>	<p>The remaining process should be in-line with the University's recruitment guidelines.</p>
<i>Start date</i>	<p>When the candidate commences work they should be given access to CAASTRO intranet and mailing list, and welcomed via email or newsletter.</p>
<i>Position not filled</i>	<p>If a position is not filled, node director notifies the CAASTRO executive of this. The project plan and budget are then adjusted appropriately.</p>

3. Pre-PhD/Other

Recruitment of staff on short-term or casual contracts may sometimes be necessary, for example a research position for a pre-PhD student. These positions are subject to budget considerations.

Each node offers a range of employment options such as:

- Occupational Trainee
- PhD Scholarships
- And other casual contracts.

In order to receive CAASTRO funding the following procedures need to be followed:

<i>Appointment identified</i>	<p>The need for appointment is generally identified on a needs basis and on nomination due to a target of opportunity.</p>
<i>Position description</i>	<p>Position descriptions should include: level; length of appointment; and proposed starting date. The appropriate type of short-term role should be considered before making an application to hire.</p> <p>Position needs to be sent to the CAASTRO executive for approval or feedback.</p> <p>Once approved, no further changes to position description can be made without explicit approval by the CAASTRO Executive.</p>

The position description must be developed by the line manager following the University's procedures and templates.

The Centre Director and Chief Operating Officer must be informed of recruitment.

Advertising

Line managers are responsible for internal HR procedures involving hiring approval, grading and advertising within their University.

All recruitment costs such as advertising, relocation and visa/immigration are to be borne by the node out of its CAASTRO budget or otherwise.

If the position is to be advertised, the following **standard wording** must be used.

The extent to which positions need to be advertised vs appointed on nomination must be determined by the University's recruitment policy.

Candidate selection

The remaining process should be in-line with the University's recruitment guidelines.

Start date

When the candidate commences work they should be given access to CAASTRO intranet and mailing list, and welcomed via email or newsletter.

4. Internal Recruitment

CAASTRO is a collaboration of a number of Universities and its partners. Each participating organisation will need to recruit personnel to perform the tasks associated with these deliverables. Given the highly specialised skills required of these personnel and the relatively small pool of candidates worldwide, it is inevitable that there will be movement of staff between the member organisations within CAASTRO.

To ensure that such situations are handled fairly and transparently, the following guidelines apply:

- If a staff member or student currently employed to work on CAASTRO-related activities approaches another group within CAASTRO about the possibility of moving positions, the Node Director at that organisation will let the individual know that an CAASTRO-wide internal recruitment policy has been put in place, and that they would like to discuss the impact of this potential move on the project with the person's current supervisor and with the CAASTRO Director or Theme Leader.
- If a group within CAASTRO is interested in having a staff member or student join them from another CAASTRO node, the Node Director at the recruiting institute should jointly discuss this situation with their counterpart at the person's current institute and with the CAASTRO Director. Such discussions should take place before the staff member or student is approached.