

# Expressions of Interest Policy

## Section 1 - Background Information

(1) This Policy has been developed to outline the arrangements for filling a position through an Expression of Interest (EOI) process at the University.

## Section 2 - Policy Statement

(2) The University recognises the mutual benefit that can be gained from utilising an expression of interest process to source internal expertise and provide developmental opportunities to staff in the University, by providing a clear and transparent framework to recruit and select staff for these opportunities fairly and equitably.

## Section 3 - Policy Purpose

(3) This Policy outlines the arrangements for implementing an expression of interest process at the University following the principles outlined in the [Recruitment and Selection Policy](#).

## Section 4 - Application of Policy

(4) This Policy applies to all appointments of Academic Staff up to and including Level D and Professional Staff up to and including HEW Level 10.

(5) Where an organisational unit wishes to call for Expressions of Interest in a particular position or positions, the unit may advertise either internally to staff in the local unit, or in the all-staff email Bulletin for University-wide distribution to staff. Positions advertised under an EOI process will be open to internal applicants only and the positions may be filled on a fixed-term basis at a given grade or on a Higher Duties Allowance basis as appropriate. In the case of EOIs called for at the local level, the position(s) may also be restricted to a specific group of potential applicants, typically to a functional unit, or to a group or groups of staff at a particular level or levels, in a functional unit.

(6) An EOI process must be approved by the relevant Senior Staff member.

(7) Appropriate circumstances typically include requests:

- a. to provide developmental, acting or project-based opportunities to internal staff members for temporary or fixed-term positions normally up to twelve months in duration, or up to three years for academic assignments; or
- b. arising as part of a change management process, such as in conjunction with a placement process for continuing or fixed-term positions for a unit undergoing restructuring.

(8) EOI processes will normally follow the principles set out in the University's [Recruitment and Selection Policy](#).

## Section 5 - Approvals

(9) All decisions in relation to the application of this Policy must be in accordance with the [Delegations of Authority Policy and Register](#).

## Section 6 - Revisions made to this Policy

(10) The revision table includes revisions up until this document was migrated into the new policy system. Any later revisions will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
25 February 2019	Editorial	Updated to include reference to HEW Levels 1 - 10 as per the ACU Staff Enterprise Agreement 2017-2021.

(11) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

## Section 7 - Further Assistance

(12) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

## Section 8 - Associated Information

(13) For related Legislation, Policies, Procedures and Guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th December 2023
<b>Review Date</b>	29th April 2024
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	18th December 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability