

Policy Name	Staff Recruitment, Selection and Induction
Policy Number	G010
Approval Authority	Board of Directors
Responsible Officer	Campus Director
Operational Responsibility	Campus Director
Purpose	This policy establishes the framework for staff recruitment, selection and induction at LCI Melbourne (LCIM), ensuring appointments are merit-based, equitable, and aligned with institutional values, legislative requirements, and the Higher Education Standards Framework (HESF).
Scope	This policy applies to all current and prospective staff employed by LCI Melbourne.
Policy Statement	<p>Selection and Recruitment</p> <p>LCIM is committed to recruiting and selecting staff who demonstrate the capabilities, values and attributes aligned with the Institute's culture and strategic objectives. Recruitment and selection processes are conducted on merit, through fair and open competition, and in accordance with applicable legislation, industrial instruments, and institutional policies.</p> <p>The following principles underpin decisions made by LCIM in relation to staff recruitment and selection. Recruitment and selection processes will:</p> <ul style="list-style-type: none"> ▪ be conducted based on merit and fair and equitable treatment of applicants to appoint the best candidate, be consistent, transparent, professional and timely ▪ preserve confidentiality for applicants and always process integrity ▪ embrace the principles of equal employment opportunity, value and welcome diversity and appreciate and respect the differences, background and cultures of LCI Melbourne's current and prospective employees. <p>Induction</p> <p>Induction into LCIM provides a mechanism for introducing new staff members, including casual/sessional staff, to their role and responsibilities, co-workers, the organisation and to LCIM's culture and community. The induction will involve provision of relevant information and support to new staff to make them feel valued, confident and comfortable in their new environment, to contribute as soon as possible and to understand and achieve what is expected of them during their probationary period of employment and continuing employment.</p>
Policy Strategies	<p>The following principles are to be observed in the recruitment and induction process.</p> <p>Fairness</p> <p>Procedural fairness requires that processes be used in making decisions. Procedural fairness requirements include confidentiality, timeliness, impartiality and freedom from repercussions. Fairness in recruitment means treating applicants impartially, without subjecting them to biased or untimely decisions. Treating everyone the same does not necessarily make a process fair. LCIM aims to account for individuals' circumstances to give them equal opportunity and support where required to present themselves in the best possible way.</p> <p>Merit</p>

	<p>Merit selection is where the best possible match is made between values, qualifications, knowledge, skills, qualifications, abilities and relevant experience and the selection criteria for the role in the Position Description. The selection decision must be based on an assessment of relative suitability, using a selection process that assesses qualities genuinely related to and required for the role to be performed.</p> <p>Diversity and Inclusion Respect for diversity means welcoming and providing opportunities to people from a broad range of backgrounds so that LCIM may benefit from a variety of skills, cultures, backgrounds, experience and knowledge. Employing people from diverse range of communities will reflect the community in which LCIM operates.</p> <p>Equal Employment Opportunity LCIM is committed to ensuring that all applicants receive fair and equitable treatment during the recruitment process and that decisions are not based on irrelevant factors such as a person's gender, race, culture, disability, age, sexual orientation or personal biases. This responsibility is defined in both Federal and State legislation.</p> <p>Code of Conduct Our behaviours support and align with the values, standards and goals of LCIM's Employee Code of Conduct. This Code of Conduct puts into words the actions, values attitudes and behaviours we expect of all current and prospective employees. It contains important protocols for LCI and all current and prospective employees in the conduct of its business. The Code describes the values that will guide actions and decisions.</p> <p>Conflict of Interest A conflict of interest occurs in recruitment when a person involved in the recruitment process may be influenced or appears to be able to be influenced by a personal interest/personal relationship when making an employment decision.</p> <p>Staff involved in the recruitment process must declare any actual or perceived conflict of interest by advising the relevant senior officer and agreeing on an appropriate course of action where a potential conflict could impact the outcome.</p> <p>Privacy LCI Melbourne is committed in respecting the confidentiality of information and the privacy of applicants and their personal information. LCI Melbourne is bound by the Victorian and Commonwealth Privacy Legislation in Australia. LCI Melbourne will take all reasonable steps to protect the privacy of the personal information that is collected and used.</p>
<p>Relevant Legislation</p>	<p>Commonwealth Legislation:</p> <ul style="list-style-type: none"> • Fair Work Ombudsman • National employment standards • Educational Services (Post-Secondary Education) Award 2020 • Australian Human Rights Commission Act 1986 • Age Discrimination Act 2004 • Disability Discrimination Act 1992 • Racial Discrimination Act 1975

	<ul style="list-style-type: none"> Sex Discrimination Act 1984 Privacy Act (Cwlth) 1988 State Legislation: <ul style="list-style-type: none"> The Equal Opportunity Act 2010, (Victoria) Racial and Religious Tolerance Act 2001 (Victoria) Information Privacy Act 2000 (Victoria) 		
Key Related Documents	G010 Staff Recruitment, Selection and Induction Procedure G015 Employee Code of Conduct G001 Professional Development and Scholarship Policy and Procedure G017 Leave Policy and Procedure		
Date Approved	7 February 2024		
Date of Commencement	7 February 2024		
Date for Review	M1 2027		
Amendment History	Reviewed and updated		
Signed and dated for LCI Melbourne	Professor Warren Bebbington	M1 2024 Meeting minutes	7 February 2024

Commented [AD1]: [Alyssa Monteciano](#) please add Policy & Procedure codes for consistency.

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy / Procedure Category	Governance			
Responsible Officer	Campus Director			
Stakeholders	Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Director of Studies Student Experience Manager Director of Admissions			
Review Date	MTG 4 2027			
Approved by Academic Board				
Change and Version Control				
Version	Authored by	Description of changes	Date Approved	Effective Date
1.0	Dean and Principal	New Policy	August 2020	August 2020
2.0	Academic Manager	Revised Policy	February 2024	February 2024
3.0	Campus Director	Revised Policy	February 2026	February 2026

Commented [AD2]: [Alyssa Monteciano](#) please add next review date

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