



# Acting Positions (Backfill) Policy and Procedure

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## 1 PURPOSE

- 1.1 This policy and procedure outlines the principles to consider when providing the opportunity for staff at the Polytechnic Institute Australia ('PIA') to act in temporarily vacant positions. It defines the types of acting arrangements and the different advertising requirements to be met, depending on the duration of the arrangement.

## 2 SCOPE

- 2.1 This policy and procedure applies to the processes involved in filling temporarily vacant positions at PIA.

## 3 POLICY STATEMENT

- 3.1 Acting opportunities arise when substantive occupants of positions take periods of leave (for example parental leave, long service leave or recreation leave), or take up opportunities to perform other roles (for example acting in a higher position, or a temporary transfer or secondment).
- 3.2 When deciding how to backfill these positions, senior executives must consider the operational effectiveness of maintaining the number of appropriately skilled employees while still providing opportunities for professional development to less skilled or experienced employees.

## 4 PROCEDURES

### Types of Acting Arrangements

- 4.1 There are three levels of acting arrangements: short, medium and long term. In order to fill the vacant role most effectively, it is important that all employees who may be interested in acting in the position are made aware of the opportunity. A senior executive may choose to rotate staff through a long-term vacancy as a means of providing professional development to a number of people. In this case, appropriate advertising and selection procedures must be followed.

### Advertising Requirements

- 4.2 There are different requirements for advertising acting opportunities, depending on the length of the vacancy. These are summarised below:

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Type	Duration	Advertising requirements
Short term	Up to and including 3 months	No advertising required.*
Medium term	Between 3 and 6 months	Circulation of a call for Expressions of Interest within the specialist area
Long term	Over 6 months	Circulation of a call for Expressions of Interest throughout PIA or in some circumstances an external advertisement if necessary.

\* Short term vacancies may be filled at the discretion of the senior executive. However, they are encouraged to share opportunities for development amongst all eligible employees.

### Full or Partial Duties for Higher Duties Allowance

- 4.3 The senior executive must identify if all the duties of the position are to be performed by the successful applicant. If only partial duties are required, they must determine the percentage of the duties to be performed and identify the appropriate level of allowance to be paid.

### Expressions of Interest

- 4.4 An Expression of Interest must include the following information:
- the expected term of the vacancy;
  - a Position Description; and
  - the closing date for applications.
- 4.5 Only current PIA employees are eligible to apply for positions advertised as Expressions of Interest.

### Application and Selection

- 4.6 Applicants must submit a written application demonstrating how they can meet the requirements of the position and include a CV. Applications are not required to address all stated selection criteria.
- 4.7 A selection committee reviews all applicants and shortlists those to be interviewed. However, if there is only one applicant, or an obvious choice has emerged, they may be recommended without interview.
- 4.8 A brief selection report, together with all other documentation, should be completed and securely stored within the work area.
- 4.9 The supervisor should inform all applicants of the outcome and give feedback to applicants if requested.

### Other Considerations

- 4.10 This policy should be read in conjunction with PIA's *Staff Qualifications, Recruitment and Appointment Policy and Procedure*, the *Academic Promotion Policy and Procedure*, and the *Educational Services (Post-Secondary Education) Award 2010*.

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the PIA glossary.

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### 6 RELATED LEGISLATION AND DOCUMENTS

#### Documents

Academic Promotion Policy and Procedure  
Staff Qualifications, Recruitment and Appointment Policy and Procedure

Educational Services (Post-Secondary Education) Award 2010.

#### Higher Education Standards Framework

6.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 3.2, which states:

1. The staffing complement for each course of study is sufficient to meet the educational, academic support and administrative needs of student cohorts undertaking the course.

### 7 FEEDBACK

7.1 PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au).

### 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Management Committee
Administrator	CEO

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