

## STAFF RECRUITMENT POLICY

<b>Section</b>	People and Culture
<b>Contact</b>	Staff Recruitment Manager
<b>Last Review</b>	June 2024
<b>Next Review</b>	June 2029
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### Purpose

The purpose of this policy is to ensure we attract and appoint the right people for the right roles at the right time, to enable those people to help us to make a difference in the world as a place of higher learning.

### Policy

All appointments to vacancies are to be made on the basis of relevant merit, while ensuring we meet our legislative responsibilities, contractual responsibilities and agreed obligations, and are able to move decisively to minimise risk and to secure talent in a competitive marketplace. We are committed to upholding Tiriti o Waitangi principles through our attraction, recruitment and selection practices.

### Context

Any opportunity to bring new people into our University, is an opportunity to enhance our capabilities and the quality of our outputs as well as an opportunity to enhance the mana of the University with all who touch the recruitment and selection process. Each and every person employed at Te Kunenga Ki Pūrehuroa contributes to our vision for the future and is an important addition to our whānau, regardless of what role they perform. The function of recruiting new staff is an investment for the future of the University.

### Position

Ko Te Kunenga ki Pūrehuroa te kaupapa e tū ngātahi ai tātou hei waihanga i ngā momo mātauranga ki te pae o angitū. He ara putanga taura, he ara e hua ai ngā tini kaupapa ki Aotearoa puta noa i te ao whānui. Kia toi te mana motuhake o te iwi Māori, kia toi te reo Māori, kia toi te ora o te tangata, te rangi me te whenua mā reira e whakatinana ai te mana o Te Tiriti o Waitangi.

At Massey University we are Tiriti-led, upholding Tiriti o Waitangi principles through our practices in all aspects of our learning, teaching and research and our citizenship; we work together with mutual respect and caring; and we are future-focused, results-oriented and strive for excellence.

Located in the South Pacific Ocean, Aotearoa New Zealand is an influential leader in many fields of academia across Oceania and the wider Asia Pacific region, as well as a major contributor across the globe. As a leading practical and applied tertiary education institution, Te Kunenga Ki Pūrehuroa (Massey University) is ideally positioned to be an innovative leader through our pursuit to provide world class teaching, learning and research through the quality of our policies, our practices and most importantly, our people.

Our policies are created to appreciate the connections our people have to whānau, to whenua and Te Tai Ao in which we operate and by recognising the importance of our people, their ability to grow and the whakapapa they descend from. This is summed up in this whakatauki:

*“Hutia te rito o te harakeke Kei whea to kōmako e kō?  
Ki mai ki ahau He aha te mea nui o te Ao?  
Maku e kī atu,  
he tāngata, he tāngata, he tāngata...”*

*“If the heart of the harakeke was removed, where would the bellbird sing?  
If I was asked what was the most important thing in the world?  
I would be compelled to reply,  
it is people, it is people, it is people...”*

## Equal Opportunities

Te Kunenga Ki Pūrehuroa is an equal opportunities employer as we embrace diversity and inclusion and are committed to providing a safe environment to provide equal opportunities for all, while openly encouraging underrepresented groups to join us.

All reasonable care must be taken to avoid bias through each step of the process including:

- An unbiased Job Description and Person Specification;
- Neutral wording in advertising for all diversity categories;
- Recognition of the added value of flexible work practices;
- A balanced and appropriate selection panel.

## Responsibilities under the Education and Training Act 2022

To meet our responsibilities under the Education and Training Act 2022, all permanent and fixed-term vacant positions must, where practicable, be advertised in a manner sufficient to enable suitably qualified persons to apply for the position, except:

- Positions of twelve months duration or less, or;
- When the Executive Director People and Culture or their delegate accepts a recommendation for appointment by invitation, or;
- Where the position has been advertised recently (within the last 9 and as much as 12 months for senior or hard-to-fill roles), such that it is highly unlikely that further advertising will draw additional suitable applicants than were received on the earlier occasion, and a suitable candidate has been identified.

## Responsibilities under the Immigration Act 2009

Te Kunenga Ki Pūrehuroa has High Volume employer accreditation with Immigration NZ to support visa applications. New Zealand applicants (and our ability to train and develop those applicants) must be considered before offering employment to any non-New Zealand candidates.

All new migrants, and managers of new migrants, must successfully complete the Employment NZ online training modules provided by Immigration NZ, within one month of the new migrant commencing employment at Massey.

## Obligations to Tangata Whenua

As a Te Tiriti-led university, Te Kunenga Ki Pūrehuroa has stated objectives to increase the numbers of Māori staff. The emphasis to attract, recruit and select Māori staff must be a prime consideration for all vacant positions.

### **Obligations to Pacific Peoples**

Te Kunenga Ki Pūrehuroa has specified obligations to increase the numbers of Pacific staff. Every vacant position should be seen as an opportunity to employ Pacific peoples.

### **Obligations to Existing Staff**

To provide opportunities for existing staff, all vacant positions at grade 3 or below should be advertised internally for at least one week prior to being advertised externally (if deemed necessary), unless it is clearly evident that no current internal staff would be suitable to fill a particular vacancy.

Internal secondment opportunities should be considered prior to creating any vacancy.

Opportunities for redeployment for staff undergoing restructuring must be considered when filling any vacancy.

### **Staff Recruitment Software**

All vacancies are to be processed through our HR on-line staff recruitment and selection management tool.

### **Use of External Search or Recruitment Agencies**

Approval to utilise the services of any external search or recruitment agency must be obtained from the Staff Recruitment Manager prior to any commitment, and shall only utilise providers endorsed by the Staff Recruitment Manager. Te Kunenga Ki Pūrehuroa is a member of the All of Government Talent Acquisition Services contract, so we must also comply with the requirements of this contract in relation to use of recruitment agencies.

### **Principles of Recruitment**

- The attraction, recruitment and selection process should be transparent, timely and appropriate to the vacancy.
- Candidate care and well-timed communication is essential.
- Candidate confidentiality must be maintained at all times.
- Interviewed candidates are to be assessed equitably and transparently.
- All evaluative material is to be collected by the panel chair and disposed of accordingly (with the exception that where candidates include staff who are affected by change, the recruitment file should be retained for 12 months from the appointment decision, and then disposed of).
- All pre-employment checks must be carried out in accordance with the *Policy on Pre-Employment Checks for Prospective Employees*.
- All relevant qualifications must be validated or verified in accordance with the *Policy on Verification and Validation of Qualifications*.

### **Process Responsibilities**

Hiring managers are responsible within the framework provided by People and Culture, for the overall staff recruitment and selection process for each vacancy.

### **Staff Recruitment Support and Advice**

People and Culture have a team of specialist staff available to advise and assist with all staff recruitment needs. Contact: [recruitment@massey.ac.nz](mailto:recruitment@massey.ac.nz) or ext 86000 or (06) 951 9000

- The services provided include:

- Advice, support and training on the use of our HR on-line staff recruitment and selection management tool
- Advice and support for all attraction and recruitment strategies:
  - Key Success Factors
  - Advertising copy
  - Vacancy marketing
  - To identify candidate markets
  - Proactive candidate searches
  - Talent pipeline management
  - Careers videos and marketing material
  - Development of vacancy landing sites and candidate information booklets
- Advice on selection processes:
  - Selection panel make-up
  - Shortlisting
  - Interviews
  - Offer and Acceptance

### **Audience:**

All managers who have staff reporting to them and all staff who support the attraction, recruitment and selection of staff.

### **Relevant legislation:**

Education and Training Act 2022  
Employment Relations Act 2000  
Human Rights Act 1993  
Immigration Act 2009  
Privacy Act 2020  
NZ Bill of Rights Act 1990

### **Related procedures / documents:**

[Appointment to Supernumerary Academic Positions Policy](#)  
[Equal Employment Opportunities Policy](#)  
[Induction Policy](#)  
[Delegated Authority Policy](#)  
[Policy on Pre-Employment Checks for Prospective Employees](#)  
[Policy on Verification and Validation of Qualifications](#)  
[Staff Conduct Policy](#)  
[Conflict of Interest Policy](#)

### **Document Management Control:**

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