



Procedure: Dual career hire application and appointments

Purpose

To outline the procedure for considering and making dual career hire appointments.

Procedure

1. From time to time when recruiting staff from overseas or interstate, the University receives requests from candidates to assist in finding suitable employment for a partner or spouse. This often occurs in circumstances where a candidate's partner or spouse would be giving up, or postponing, an academic career if they were to accompany the candidate taking up the University appointment.
2. The University is committed to responding to the recruitment needs of dual career couples and recognises that finding employment for a partner (second hire) can be a significant factor in a decision to accept or reject an offer of appointment. In addition, the University recognises that dual career hire appointments can increase the diversity of the University community.
3. These procedures are designed to encourage a standardised approach to considering dual career hire appointments and establish procedures for shared funding of a second hire appointment in certain circumstances.

Eligibility

4. The University recognises there must be no requirement for a candidate to declare her or his marital or family status. However, overseas or interstate candidates applying for an ongoing appointment or a fixed term appointment of at least two years in duration may apply for dual career hire consideration for their partner or spouse.
5. Any offer of dual career hire consideration by the University does not create an employment entitlement as all offers of appointment are subject to appropriate fits of qualifications, field of scholarship and/or research and the availability of suitable work and funding.

6. The University will proceed with interviews and offers of appointment to candidates irrespective of the status of any dual career hire application.

Requests for dual career hire consideration

7. A candidate applying for an advertised position may make a request for dual career hire consideration at any stage of the recruitment process. The request should be submitted to the hiring College, School or Division for the advertised position.

8. The candidate is responsible for providing information about their partner's or spouse's educational background, qualifications; experience, employment history, names of referees and suggestions as to appropriate possible University placements.

9. In cases where the candidate's partner or spouse has held an academic post, the hiring College, School or Division for the candidate will be responsible for identifying and investigating appointment possibilities in consultation with the Recruitment and Appointments Branch, as appropriate.

10. The hiring and receiving College, School or Division are jointly responsible for initiating a recruitment process for the possible second hire appointment. The process will include resume reviews, referee checks and interviews in line with the Appointments policy and procedures relevant to the status (continuing or fixed term) and level of the possible academic appointment.

11. In cases where the candidate's partner or spouse has held a general staff position, the hiring College, School or Division for the primary candidate should refer the application to the Recruitment and Appointments Branch, Human Resources Division, to review opportunities for pursuing available positions.

Appointment

12. In cases where there is an existing vacancy and/or funding is available and a College, School or Division is prepared to make an offer of appointment to the second hire, the University Request for Employment Without Advertisement form should be completed for endorsement and approval by the appropriate Delegate. Delegate approval must be received prior to the offer of appointment being made to the second hire.

13. In cases where there is no existing vacancy and/or insufficient funding and where an offer of appointment is sought, the hiring and receiving College, School

or Division may agree to a shared funding arrangement.

14. In addition, the hiring and receiving College, School or Division may submit a request to the Director, Human Resources for funding support of up to one third of the salary costs on a transitional basis of up to two years in duration.

Funding support

15. Requests for funding support from the Director, Human Resources must be made in the form of a written proposal endorsed by the hiring and receiving Deans or Directors.

16. The following information should be provided:

- a. The qualifications and experience of the primary and second hire candidates;
- b. The proposed salary and level/type of appointment for the second hire candidate;
- c. The proposed funding split between participating units and central funding pool;
- d. Information about how the University will benefit from the appointments and whether the appointments will assist in meeting gender equity or Indigenous employment targets in the University Strategic Plan; and
- e. Information about the future funding source where the term of the appointment extends beyond the transitional period.

17. The Director, Human Resources will liaise with the Office of the Vice-Chancellor to explore possible funding sources.

18. Where the request is approved the Director, Human Resources will advise the employing area to proceed with employment action.

19. Where the request is not approved, the Director, Human Resources will advise the hiring area for the original appointment who will inform the relevant candidate.