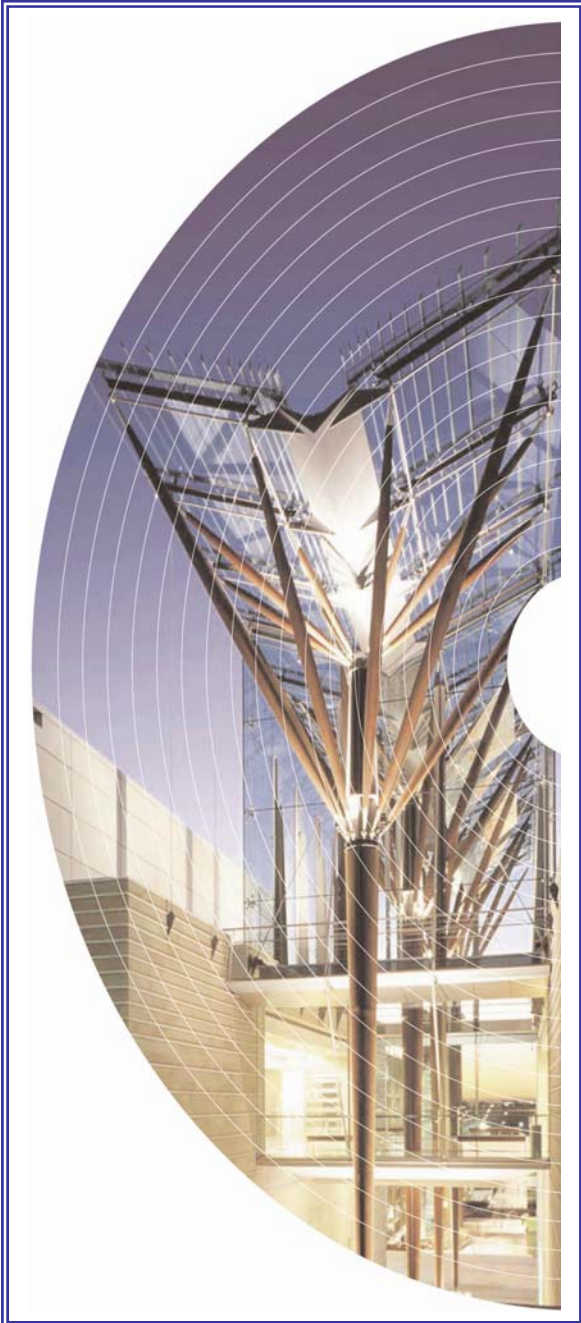




THE UNIVERSITY OF
NEW SOUTH WALES



Staff Recruitment Advertising

Design, Placement
and Content

Design, Placement and Content standards

In March 2006 the Senior Management Group (SMG) considered the issue of staff recruitment advertising standards.

As a result of those deliberations, and following endorsement from the Vice-Chancellor's Advisory Committee (VCAC), new advertising standards will apply to advertisements placed on or after 1 May 2006.

These standards are;

Advertisement Design:

- The UNSW crest will be used on all recruitment advertising. This will differentiate recruitment advertising from other branding exercises employed by UNSW, where the "Think Ahead" logo has been adopted.

Composite Advertisement Banner – National publications



Composite Advertisement Banner – International publications



- The Employer of Choice for Women logo will feature at the bottom of each advertisement, with a statement directing all enquiries to the **Jobs@UNSW** website for further details.

For these and other vacancies
check out our website at:

www.hr.unsw.edu.au/services/recruitment/employment.html



Placement in Mass Media publications:

- Advertisements placed in the **Sydney Morning Herald** are to appear in the composite **University and Higher Education** section (Saturday).
- Advertisements placed in the **Australian** are to appear in the composite **Higher Education** section (Wednesday).
- Advertisements may be placed in other appropriate publications or other appropriate positions in the paper according to need, and recognising the cost implications.
- Content standards apply regardless of the publication/journal used.
- The HR10 form (Staff Appointment Request) has been modified to reflect these changes to advertising standards.

Content of Advertisements:

Mass Media

- Mass Media advertising content is restricted to the **Position Title** and the **School/Unit name**. The UNSW crest, the Employer of Choice for Women logo and a direction to the JOBS@UNSW website completes the content of the mass media advertisements. This applies to all positions up to but not including Deans and Senior Management positions.

Web (Jobs@unsw)

- All advertisements will also be placed on the UNSW website. The website job reference will include an attachment which can include any content relevant to the position, including a full-text advertisement, position description, links to relevant web pages and to the job applications web page.
- The 'web-ad' attachments will be uploaded by the Advertising Consultant and will have virtually unrestricted copy.
- A 'web-Ad' template has been developed and is the recommended minimum content for the web presence. Some samples have also been provided (Appendices, 2, 3 etc.)
- Links to Faculty and School Websites can be included in the 'web-ad'.

Schools and units are encouraged to develop their own 'web-ad' templates to enhance their branding strategies and provide relevant local information.

Advertising Procedure:

Advertising procedures remain essentially unchanged. Until further notice, each advertisement requires the approval of the Deputy Vice-Chancellor (Academic). The Manager, Recruitment will arrange each week with the D V-C (Academic) for positions to be reviewed in time to meet mass media deadlines.

A Recruitment Toolkit has been developed to assist in the process, from creating a position description through to conducting the interviews. The website can be found at <http://www.hr.unsw.edu.au/services/recruitment/toolkit.html>.

The HR10 (Staff Appointment Request) form can also be found on the Human Resources website at <http://www.hr.unsw.edu.au/hrforms.html>

Advertising in the Mass Media requires ad copy to be prepared well in advance of publications. Weekly deadlines for mass media publications are detailed on the website at <http://www.hr.unsw.edu.au/services/recruitment/2006advert.pdf>

Enquiries for advertising, or any general comments in relation to this document may be directed to;

Andrew Lewis
Manager, Recruitment and HR Reporting
Telephone: 9385 2721
Email: A.lewis@unsw.edu.au

or

Sandra Skinner
Advertising Consultant
Human Resources
Level 1, Chancellery
Telephone: 9385 2215
Email: S.Skinner@unsw.edu.au

Advertisements copy to Ads@unsw.edu.au

Appendix 1 - Design and Content

Mass Media composite advertisements:



UNSW
THE UNIVERSITY OF NEW SOUTH WALES
SYDNEY • AUSTRALIA

Associate Professor in Wireless Communications and Signal Processing
School Of Electrical Engineering & Telecommunications

Manager, Records & Archives Unit
Division Of The Deputy Vice Chancellor (Academic)

Assistant Director International Recruitment
UNSW International Office

Information Risk Manager
Information Technology Services

EDWA EMPLOYER OF CHOICE FOR WOMEN

UB00693

For these and other vacancies check our website at
www.hr.unsw.edu.au/services/recruitment/employment.html



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Lecturer
School Of Medical Sciences

Research Fellow
Biomedical Engineering

Manager, Clinical School
Prince of Wales Clinical School

Administrative Assistant
International Exchange Program

EDWA EMPLOYER OF CHOICE FOR WOMEN

UB00693

For these and other vacancies check our website at
www.hr.unsw.edu.au/services/recruitment/employment.html

WEB-AD TEMPLATE



Position Title
FACULTY
UNIT/DEPARTMENT
REF. #

Salary statement

Advertisement

(Place advertisement copy in this section)

Position Description

Place the full position description in this section.

- A. Job Purpose
- B. Duties
- C. Statistics
- D. Reporting Relationships
 - Positions reporting to this position:
- E. Principal Accountabilities
- F. Minimum Education Required
- G. Essential Criteria:
 - Appropriate **EEO statement;**
 - Appropriate **OHS statement;**

Statement regarding membership of the Unisuper superannuation scheme

Applicants must address the selection criteria in their application.

Applications close 2006.

Having read all the documentation you may then direct any enquiries to (Contact details).

For instructions on how to apply for this and other positions, go to the HR website at <http://www.hr.unsw.edu.au/services/recruitment/application.html>

Other Links: Add links to Faculty/School/Unit websites here

Why work at UNSW

Family Friendly Policies

Web-Ad sample



Project Officer (Part time)
FACULTY OF MEDICINE
OFFICE OF MEDICAL EDUCATION
REF. 4200NET

FIXED TERM - Salary Level 6: **A\$52K - A\$55K per year (pro rata) (plus up to 17% employer superannuation plus leave)**

Advertisement:

The Office of Medical Education seeks an enthusiastic and experienced person to develop, implement and help to coordinate a range of evaluation and improvement processes and strategies to support the work of the Faculty's Program Evaluation and Improvement Group (PEIG).

This is a fixed term position for twelve months, with the possibility of renewal, working 3 days a week part time.

Position Description

A. Job Purpose

Develop, implement and help to coordinate a range of evaluation and improvement processes and strategies to support the work of the Faculty's Program Evaluation & Improvement Group (PEIG), which provides high level strategic planning, design and development to evaluate and improve the Faculty's educational activities.

B. Duties

1. Project manage the development and implementation of specific evaluation and improvement processes recommended by the PEIG. The initial work will include:
 - i. Implementation of a comprehensive communication strategy and processes relevant to evaluation & improvement to enable two-way information flow between the PEIG and students, managers and other relevant stakeholders.
 - ii. Development of evaluation instruments to assess aspects of teaching, learning and the student experience in campus-based and clinical environments.
2. Assist the PEIG, its working parties and the senior project officer to implement various projects and activities including focus groups and other qualitative evaluation processes and to conduct analysis of resulting data.
3. Carry out analysis of quantitative data obtained from various evaluation projects and activities and provide written reports to the PEIG and appropriate Faculty committees.

4. Cooperate with all health and safety policies and procedures of the University and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the University.
5. Other duties as required by the Chair of the PEIG.

C. Statistics

There are more than 1,000 members of staff in the Faculty of Medicine and approximately 1,400 students enrolled in the Faculty's undergraduate programs. The Faculty's academic work occurs from 8 schools located on Kensington and hospital campuses throughout the metropolitan area. In addition, the Faculty operates a Rural Clinical School based in the Greater Murray and mid-North Coast Area Health Services.

The PEIG is a small committee that reports to the Dean and is supported by the Office of Medical Education including a full-time senior project officer. It currently has three working parties that focus their activities on the Student Experience, Staff and Teaching, and Student and Graduate Outcomes.

D. Reporting Relationships

Supervisor's Title - **Chair, Program Evaluation & Improvement Group**

Positions reporting to the supervisor: **Senior Project Officer (PEIG)**

Positions reporting to this position: Nil

E. Principal Accountabilities

- Evident project management and organizational skills.
- Effective communication and relationship management with staff in the Office of Medical Education, PEIG, Faculty staff, clinical teachers, students and other relevant stakeholders.
- Implementation of effective communication processes to enhance engagement in evaluation and improvement activities in teaching and learning in the Faculty.
- Development of evaluation instruments useful for assessing and helping to improve teaching, learning and the student experience in campus-based and clinical environments.
- Successful facilitation and coordination of focus groups or similar activities with staff and students.
- Provision of accurate and useful advice, information and reports to stakeholders on aspects of measurement, evaluation and improvement.
- Completion of clear and accurate evaluation and improvement focused reports.

F. Minimum Education Required

A tertiary degree in a relevant field

G. Selection Criteria

Essential Criteria: A tertiary degree in a relevant field; Demonstrated skills in project work and administration; Highly effective oral and written communication skills; Successful experience in or demonstrable aptitude for implementing communication and evaluation processes for improvement related purposes; Demonstrated capabilities in one or more of measurement, evaluation, data analysis and reporting; Proven skills in engaging people in the implementation of evaluation and improvement processes; An understanding of academic work cultures; Knowledge of EEO principles; Knowledge of OHS responsibilities and commitment to attending relevant OHS training.

Applicants must address the selection criteria in their application.

Having read all the documentation you may then direct any enquiries to (Contact details).

Further information on the School/Faculty can be seen at: (website)

Applications close 2006.

HOW TO APPLY


For instructions on how to apply for this and other positions, go to the HR website at <http://www.hr.unsw.edu.au/services/recruitment/application.html>

Other Links:

[Why work at UNSW](#)

[Family friendly policies](#)

Comparisons of Layout & Costings



Senior Lecturer in Medicine
Faculty
Communications Manager
St Vincent's Clinical School

Statistician/Senior Statistician
National Centre in HIV Epidemiology & Clinical Research (NCHECR)

Faculty General Manager
Faculty of Medicine

Clinical Skills Training Centre Coordinator (Part time)
South West Sydney Clinical School

Junior Study Coordinator
School of Women's & Children's Health

Senior Project Officer
Equity & Diversity Unit

Lecturer/Senior Lecturer and Director of Indigenous Law Centre

Aboriginal & Torres Strait Islander academic position
Faculty of Law

Senior Lecturer (Continuing)
Lecturer (Continuing)

Associate Lecturer (Fixed Term)
Faculty Of Commerce & Economics
School Of Accounting

Personal Assistant
Librarian

Student Liaison Officer
Nurs, Gili Indigenous Programs

International Student Advisor
UNSW International

For these and other vacancies check out our website at www.unsw.edu.au/services/recruitment/employment.html

UQ129 2261 column 407
cost: \$2,617.56 + gst



FACULTY OF MEDICINE ST VINCENT'S CLINICAL SCHOOL

Senior Lecturer in Medicine
Applications are invited for appointments to the position of Senior Lecturer with in the Department of Medicine at the St Vincent's Clinical School. This position is located at St Vincent's Hospital, Darlinghurst, Sydney NSW and Australia.

The St Vincent's Clinical School has an excellent reputation in both teaching and research. The Clinical School has prime responsibility for the teaching of undergraduate medical students. It also teaches postgraduate students pursuing higher degree programs that are supervised by members of the Clinical School. The Professional Departments of Surgery and Medicine have active research programs with collaboration with and beyond the hospital.

The full time salary range for Senior Lecturer is \$76,363 - \$76,615 per year plus up to 17% employer superannuation plus leave loading.

Applicants must submit a position description and verify address the selection criteria in their application. A copy of the position description may be downloaded from: <http://www.medic.unsw.edu.au/medweb/medweb/pages/Medicine-Positions>

Enquiries regarding this position should be directed to Professor Terry Campbell, on telephone (02) 8362 2322 or email: tcampbell@unsw.edu.au

Application close 18 May 2006.
PLSASK QUOTE Ref 425294HJ

Faculty Communications Manager
Salary Level 6, \$74K - \$76K per year plus up to 17% employer superannuation plus leave loading.

The Office of the Dean is seeking to appoint an experienced communications officer to the Faculty Communications Manager to develop, implement and manage the Faculty's communication public affairs strategy and activities locally, nationally and internationally. A copy of the position description may be downloaded from <http://www.medic.unsw.edu.au/medweb/medweb/pages/Medicine-Positions>

Enquiries regarding this position should be directed to Ms Anne Taylor on telephone (02) 5595 2221 or email: ataylor@unsw.edu.au

Application close 21 April 2006.
PLSASK QUOTE Ref 426294HJ

NATIONAL CENTRE IN HIV EPIDEMIOLOGY & CLINICAL RESEARCH (NCHECR)

Statistician/Senior Statistician
FOOD TERM - Salary Level 6, \$74K - \$76K per year plus up to 17% employer superannuation plus leave loading.

The Biostatistics and Clinical Research Program at the National Centre in HIV Epidemiology and Clinical Research is seeking for a Statistician/Senior Statistician for the coordination and statistical analysis of a large international cohort of HIV infected patients.

The duties involve collaboration with other NCHECR researchers and consultation with researchers at other centres and international research groups, particularly in the Asian region.

This is a fixed term position for 12 months with excellent prospects of renewal. The role is a broad based position however the appointment is likely to be made at the lower level. Enclosed in a PDS will be encouraged for a suitable candidate.

Applicants are strongly advised to obtain a copy of the position description and to address the selection criteria in their application. For a copy of the position description, please refer to <http://www.medic.unsw.edu.au/medweb/medweb/pages/Medicine-Positions> or email: secret@nchecr.unsw.edu.au

For further information please contact Dr Marlene Law on (02) 5346 8910 or email: mlaw@nchecr.unsw.edu.au

Application close 21 April 2006.
PLSASK QUOTE Ref 426494HJ

Applicants can obtain a position description from the contact and must address the selection criteria. For full details of these and other positions and how to apply, see: <http://www.unsw.edu.au/services/recruitment/employment.html>

FACULTY OF MEDICINE

Faculty General Manager
Please see our site advertisement in the Daily General News paper of today's paper.

SOUTH WEST SYDNEY CLINICAL SCHOOL

Clinical Skills Training Centre Coordinator (Part time)
Salary level 6, \$52K - \$52K per year plus up to 17% employer superannuation plus leave loading.

This is a fixed term position, part time applicants need not apply.

The South West Sydney Clinical School is seeking an experienced person for the position of Coordinator of the Clinical Skills Training Centre, based at Liverpool Hospital. This is a specialised facility designed for training medical students and other clinical personnel in Sydney South West Area Health Service (Newcastle, in medical and clinical skills and procedures.

This is a part time, continuing position working 21 hours per week. The successful applicant will be required to undertake a criminal record check.

Enquiries and requests for a position description may be directed to Ms Louise McKechnie via email at: louise@unsw.edu.au or telephone (02) 9624 5496.

Application close 21 April 2006.
PLSASK QUOTE Ref 412794HJ

SCHOOL OF WOMEN'S & CHILDREN'S HEALTH

Junior Study Coordinator
FOOD TERM - Salary Level 4, \$50K - \$50K per year plus up to 17% employer superannuation plus leave loading.

The School of Women's & Children's Health is seeking applications for the position of Junior Study Coordinator in clinical trials at the Barbara Crane Research Unit, Royal Hospital for Women.

This is a fixed term position for 12 months, with excellent prospects for renewal. The successful applicant may be required to undertake a criminal record check.

For a position description please refer to <http://www.medic.unsw.edu.au/medweb/medweb/pages/Medicine-Positions>.

Enquiries regarding this position should be directed to School of Women's & Children's Health on telephone (02) 9342 4762 or email: jo.lalor@unsw.edu.au

Application close 28 April 2006.
PLSASK QUOTE Ref 426894HJ

EQUITY & DIVERSITY UNIT

Senior Project Officer
FOOD TERM - Salary Level 6, \$74K - \$76K per year plus up to 17% employer superannuation plus leave loading.

Want to make a difference?
We are seeking a full-time Senior Project Officer to assist us to promote innovative equity and diversity service reforms to a changing and challenging tertiary sector. The Equity & Diversity Unit at UNSW has responsibility for promoting equity and respect for diversity within UNSW, for staff and students.

You will play a key role in designing and effectively delivering major projects to improve the equity outcomes for students and staff supporting staff, providing high-level advice to senior managers, initiating and analysing policy development, and advising on the overall management of the Equity & Diversity Unit.

This is a fixed term position for two years.

Applicants must operationality address the full selection criteria by obtaining a position information package from Taziana Kroll on telephone (02) 5346 4200 or email: t.kroll@unsw.edu.au

Application close 28 April 2006.
PLSASK QUOTE Ref 426494HJ

FACULTY OF LAW

Lecturer/Senior Lecturer and Director of Indigenous Law Centre

Aboriginal & Torres Strait Islander academic position

The Faculty of Law invites applications from outstanding Aboriginal & Torres Strait Islander scholars for appointment as the Level of Lecturer/Senior Lecturer.

The position is open to all suitably qualified Aboriginal & Torres Strait Islander scholars for appointment as the Director of the Indigenous Law Centre with teaching in the Law School's programs in areas of need and engaging in research. The appointee will also participate in the Law School's Indigenous Legal Education Committee.

The full time salary range for Lecturer is \$45,030 - \$76,660 per year and for Senior Lecturer is \$76,363 - \$90,612 per year plus up to 17% employer superannuation plus leave loading. Membership of a University approved superannuation scheme is a condition of employment.

This is a fixed term position for three years, with possibility of extension.

An information pack, including the position description, may be obtained from Dr Paul Gwynne, Senior Administrative Officer, email: paul.gwynne@unsw.edu.au or telephone (02) 5506 3429. For further enquiries, please contact Associate Professor Jill Harner, School of Law, at jharner@unsw.edu.au or telephone (02) 5505 2261.

Application close 2 May 2006.
PLSASK QUOTE Ref 425394HJ

FACULTY OF COMMERCE & ECONOMICS

SCHOOL OF ACCOUNTING

Senior Lecturer (Continuing)
PLSASK QUOTE Ref 426994HJ

Lecturer (Continuing)
PLSASK QUOTE Ref 426994HJ

Lecturer (Fixed Term)
PLSASK QUOTE Ref 426994HJ

Associate Lecturer (Fixed Term)
PLSASK QUOTE Ref 426994HJ

The School of Accounting welcomes applications for a BCom course in a range of specialisations and double degrees. It also provides graduate training towards the M.Com and MPhil Acc along with research training in the B.Com (Hons), MPhil and PhD programs. The School has an active research program in Accounting.

The successful applicants will be expected to teach both undergraduate and postgraduate classes in financial accounting, managerial accounting or auditing/assurance. In addition, there are opportunities to teach across a wide variety of business and resource management courses.

The full time salary range for Associate Lecturer is \$46,443 - \$61,925 per year, Lecturer is \$65,020 - \$76,440 per year, Senior Lecturer is \$76,563 - \$90,612 per year plus up to 17% employer superannuation plus leave loading. All salary supplements may be negotiated with the successful applicant. Applicants will be made to both continuing and fixed-term appointments.

Membership of an approved University superannuation scheme is a condition of employment for these positions.

Enquiries may be directed to Professor Paul Tang, Chair, Head of School of Accounting on telephone (02) 5346 5424.

Individual information packages for each of the vacancies are available from the School of Accounting website at: <http://www.accounting.unsw.edu.au/employment>

Application close 21 April 2006.

NURA GILI INDIGENOUS PROGRAMS

Nura Gili Indigenous Programs has been established as a collective response to (i) provide academic, cultural and personal personal care to all First Nations students at UNSW, (ii) to increase access, participation and retention rates of Aboriginal students, (iii) to provide academic programs across the University to raise the understanding of and respect for Aboriginal and Torres Strait Islanders, their knowledge and culture, (iv) to increase research activities with respect to the needs of Aboriginal Australian communities, and (v) to increase the number of Aboriginal people employed throughout the University.

The Centre encourages self-employment with an inspiring and supportive environment that celebrates (including directly and the achievement of social justice.

Personal Assistant
Salary Level 5, \$46K - \$50K per year plus up to 17% employer superannuation plus leave loading.

An appointment will be made with the Indigenous Programs Centre for an experienced full-time position as possible executive assistance to the Director of the Indigenous Programs Centre. The appointee will need to be self-motivated and have excellent interpersonal and office management skills. Duties of the position include the provision of personal support, managing correspondence, assisting in the preparation of reports, coordinating the Centre's schedule and travel arrangements and liaising with a wide range of people and external organisations.

PLSASK QUOTE Ref 426994HJ

Librarian
Salary Level 5, \$46K - \$50K per year plus up to 17% employer superannuation plus leave loading.

An appointment will be made with the Indigenous Programs Centre for a Librarian to provide a culturally focused and client-oriented information service. Responsibilities of the position include planning and managing the library services to ensure that the information service delivered reflects and supports user needs and expectations.

PLSASK QUOTE Ref 426994HJ

Student Liaison Officer
Salary Level 5, \$46K - \$50K per year plus up to 17% employer superannuation plus leave loading.

An appointment will be made for a Student Liaison Officer to liaise with the University, government and community services to ensure that the education opportunities of Indigenous people. Key responsibilities of the position will include the direct implementation of access programs and student support services to visit and improve the participation and completion rates of Indigenous students at UNSW and the development of consultation structures and administrative processes to support the personal, cultural and learning needs of enrolled students.

Being Aboriginal or Torres Strait Islander is considered to be a relevant occupational qualification in terms of Section 14 of the NSW Anti-Discrimination Act 1977.

PLSASK QUOTE Ref 426994HJ

FOR ALL POSITIONS:
Aboriginal or Torres Strait Islander people are strongly encouraged to apply for these positions.
For further information please contact Associate Professor Peter Cook, Director, Nura Gili Indigenous Programs, on telephone (02) 5346 3465 or email: pcook@unsw.edu.au

Application close 27 April 2006.

UNSW INTERNATIONAL

International Student Advisor
FOOD TERM - Salary Level 5, \$27K - \$28K per year plus up to 17% employer superannuation plus leave loading.

International Student Services wishes to employ a full time advisor with at least 2 years' experience in the development and delivery of support services and programs to international students, preferably in a tertiary sector environment.

This is a fixed term position for 1 year.
Applicants must address all selection criteria in the position description available from hradmin@unsw.edu.au

Enquiries may be directed to Ms Berni Cook, Associate Director on (02) 5346 2334 or email: b.cook@unsw.edu.au

Application close 21 April 2006.
PLSASK QUOTE Ref 426294HJ

The comparison shows the very considerable cost savings (© 80% plus). Note that recent experience is that the majority of applicants do not find out about positions through newspaper advertisements and we will continue to monitor this aspect.

**HR10
STAFF APPOINTMENT REQUEST**



THE UNIVERSITY OF
NEW SOUTH WALES

Human Resources, 1st Floor, The Chancellery, Telephone: (02) 9385 2711

A. Details

Academic/General _____ Level: _____

Job Title: _____

School/Department: _____

Faculty/Division: _____

HRD USE ONLY

Job Code: _____

Job Requisition No.: _____

Signature: _____ Date: _____

B. ADVERTISING

Attach a draft advertisement and email a copy to ads@unsw.edu.au. Advertising costs to be charged to:

UNSWA Business Unit	_____ Organisation	_____ Fund	6301 Account	_____ Project/Grant
-------------------------------	-----------------------	---------------	------------------------	------------------------

Advertisement to be placed in:

- | | |
|---|--|
| <input type="checkbox"/> SMH (University and Higher Education –Sat) | <input type="checkbox"/> Australian (Higher Education – Wed) |
| <input type="checkbox"/> Southern Courier | <input type="checkbox"/> Wentworth Courier |
| <input type="checkbox"/> JOBS@UNSW | <input type="checkbox"/> Other publications/websites |

OR

C. NOMINATION

UNSW policy permits a maximum period up to 12 months (attach a C.V. and a position description)

Title: _____ Surname of Nominee: _____ Given Name: _____

Employee No: _____ (if previously/currently at UNSW)

Start Date: _____ End Date: _____ Level: _____ Step: _____

Is the nominee an Australian citizen? YES / NO If no, state class of visa held: _____ Expiry Date: _____

PROBATION

Probation period: _____ months

(Research position only)

Is nominee named on grant? YES/NO If yes, grant approval showing the name MUST be attached to this application.

D. Salary Account

Salary is to be charged to:

Account 1:	_____ Business Unit	_____ Organisation	_____ Fund	_____ Sub-Cl	_____ Project/Grant	_____ %
Account 2:	_____ Business Unit	_____ Organisation	_____ Fund	_____ Sub-Cl	_____ Project/Grant	_____ %
Account 3:	_____ Business Unit	_____ Organisation	_____ Fund	_____ Sub-Cl	_____ Project/Grant	_____ %

E. Type of Appointment

Is this a newly created position? Yes No

If this is an existing position, Name/Employee ID of previous incumbent:

Will the position SUPERVISE other staff? No

Full-time

Part-time

Fixed Term _____ months/years

Continuing

If fixed term, tick ONE relevant category and provide additional information below where appropriate:

For Academic Appointments

1. Specific task or project:

Description:

2. External funding

3. Research only

4. Replacement academic

(Replacing an academic who is on leave or secondment or recruitment action is underway to fill a vacant position.)

Replaced Academic's Name:

Period of leave: _____ to _____

5. Recent professional practice

(Person required who has had recent practical or commercial experience.)

Provide details:

6. Student Employment

(An enrolled student may be employed to work in a unit provided the work to be performed is generally related to the degree being undertaken by the student.)

Attach proof of enrolment in degree course.

7. Disestablished organisational area

For General Staff Appointments

1. Project of limited duration:

Description:

2. Funded from a specific purpose grant

3. Research only

4. Replacement employee

(Replacing an employee who is on leave or secondment or recruitment action is underway to fill a vacant position.)

Replaced Employee's Name:

Period of leave: _____ to _____

5. Peak work load demand of less than 12 months

6. Senior management position (Level 10 & higher)

7. Postgraduate student employment
Attach proof of enrolment in postgraduate course

8. Person with specific skills required for a limited period of time

9. New organisational area whose continuing operation is uncertain

F. Part time appointments

For fractional (part time) academic appointments, state fraction (%) of full time employment _____%

For part-time general staff appointments state daily number of hours to be worked in each fortnightly pay period (exclude meal break):

Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Total fortnightly hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

G. Visa Sponsorship

If a valid visa is required to take up employment with UNSW, authorisation is given to the Human Resources Department to seek appropriate visa sponsorship.

Yes No

H. Selection Committee Membership (for advertised vacancies only)

Selection Committees should not be composed entirely of members of the same gender and/or the same work unit. The following named staff have agreed to participate in the selection process for this position.

Name (Show name of Presiding Member first)	Title	Level	Gender	Merit-Based Selection Training Completed	School/Dept	Phone no.
				YES/NO		
				YES/NO		
				YES/NO		
				YES/NO		
				YES/NO		
				YES/NO		
				YES/NO		
				YES/NO		
				YES/NO		

I. Authorisation

Signature: _____

Head of School or Equivalent

Name: (Print) _____

Date : _____

Signature _____

Dean or Equivalent

Name: (Print) _____

Date: _____

Send to the Human Resources Consultant or Human Resources Officer responsible for your Faculty or Division.

Position Description

DO NOT WRITE IN THIS SECTION ATTACH A POSITION DESCRIPTION TO THIS FORM

Please attach a typed Position Description, using the headings shown, ensuring that the information clearly describes the major duties and accountabilities of the job. Please refer to the "Guide to Preparing a Position Description". For a full version see <http://www.hr.unsw.edu.au/services/recruitment/position.html>

Position Title:

Date:

School/Unit:

Prepared By:

Faculty/Division:

Level: (if this is a new general staff position, Human Resources will determine the level based on the position description.)

A. Job Purpose

Provide a brief, general statement of the overall job objective.

B. Duties

Describe the major responsibilities and roles of the job in priority order. This may consist of 6 or more statements defining the specific tasks that the occupant of the position will undertake.

C. Statistics

State any measurable aspects of the position such as budgets, volume of work, value of assets controlled, number of students, delegations etc.

D. Reporting Relationships (attach an organisation chart)

Supervisor's title:

Positions reporting to the supervisor:

Positions reporting to this position (show position titles and levels):

E. Principal Accountabilities

Describe the end results of the work which has been defined in the 'duties' section. Details may include the expected outcomes for the tasks, the level of responsibility for each task, whether responsibility is shared any duties and perhaps the measures that will be used to define satisfactory work performance. Well prepared accountabilities clearly stating expected outcomes make the performance management task easier for both the manager and the employee.

F. Minimum Education Required

Define the minimum education (i.e. qualifications) and/or training required to perform the duties of this position.

G. Essential Criteria:

This is used for advertising purposes and should therefore clearly state the minimum specific skills and experience which are essential for competent performance.