

Recruitment Procedure

Purpose

This procedure details how the Centre interacts with university recruitment procedure. If there is any doubt or conflict, policies and procedures should defer to the relevant university policy and procedure.

All recruitment activity in the Centre must abide by this procedure.

Analyse Need

Appointment identified

The need for appointment is identified from the strategic plan or the budget, or on nomination due to a target of opportunity.

The hiring manager is to contact tmos@anu.edu.au when they first become aware of their hiring need. The Centre can deploy appropriate resources to support recruitment activities when given notification.

The Centre Directorate (Director, Deputy Director and COO) must also be informed of recruitment outcomes.

Position description

- The research position description is developed by the hiring manager, in consultation with the relevant Theme Co-Leader(s) following the University's procedures and templates.
- For professional staff, the position description must be developed by the hiring manager and Chief Operations Officer following the University's procedures and templates.
- The Centre Directorate (Director, Deputy Director and COO) must be informed of recruitment (tmos@anu.edu.au).
- The IDEA Officer will be available to provide feedback, in addition to the employing university process – especially on avoiding gendered language for key selection criteria.

Attract

Advertising

- All postdoctoral positions must be advertised as women-only or women-prioritised (Western Australia) in the first instance. Women-only (otherwise known as special measures or identified recruitment) can be inclusive of other gender minorities, and/or Indigenous Australians, in alignment with university policy. Support from the Business Team for broadcasting these advertisements may be requested in writing, with two weeks' notice, to team@tmos.org.au.
- Node Directors and hiring managers are responsible for internal HR procedures involving hiring approval, grading, and advertising within their own University.

- All positions are to be advertised as being available flexibly, either part time or full time (with acceptable FTE range stated in the ad), job sharing or other flexible appointment basis (e.g., compressed work week, varied hours around care duties, working from home day(s) etc., unless there are WHS requirements or **strict** project delivery requirements. If a project cannot be offered on a part-time or flexible basis, do not advertise it as such.
- Hiring managers commit to working with their institutional equity, diversity, and inclusion representatives at their employing universities and via the IDEA Committee to explore recruitment avenues under-represented groups, including Indigenous HDR students and staff.
- The hiring manager is to send a link to the published ad(s) to the Centre Directorate and Chief Investigators to distribute through their networks and to share on social media accounts.
- Either of the following **standard wording** must be used in all Centre job adverts:

1) The ARC Centre of Excellence for Transformative Meta-Optical Systems (TMOS) brings together five Australian and 13 leading international universities as well as Australian and global companies to create entirely new optics-based technologies with enormous market potential.

TMOS will develop the next generation of miniaturised optical systems with functionalities beyond what is conceivable today. By harnessing the disruptive concept of meta-optics, the Centre will overcome complex challenges in light generation, manipulation and detection at the nanoscale.

The Centre brings together a trans-disciplinary team of world-leaders in science, technology and engineering to deliver scientific innovations in optical systems for the Fourth Industrial Revolution.

As a Centre, we strongly believe that diversity improves ideas and innovation and leads to better outcomes and productivity. Diversity and fostering a culture of inclusiveness will be a key contributor to the scientific excellence of TMOS. Along with other initiatives, we will provide carer grants to support our centre members with caring / family responsibilities to participate in professional activities.

TMOS aims to develop a multidisciplinary, dynamic, interactive and collaborative culture fostering future research leaders who thrive in academic excellence and are equipped with strong transferable skills. The Centre will also offer a mentoring program for early career researchers while providing opportunities to hone other skills such as outreach, industry engagement, and building international networks.

OR

2) TMOS, the ARC Centre of Excellence for Transformative Meta-Optical Systems, unites five Australian and 13 leading international universities along with global companies to pioneer innovative optics-based technologies with vast market potential.

Leveraging meta-optics, TMOS will create miniaturized optical systems surpassing current capabilities, addressing nanoscale challenges in light generation, manipulation, and detection.

We firmly believe in the power of diversity to enhance creativity, innovation, and productivity. Fostering an inclusive culture is integral to achieving scientific excellence. Which is why we continually strive for gender equality and equity – read more [here](#)

Assess and Select

Selection Committees

- Selection Committees must include members from a diversity of backgrounds and experience and reflect gender balance and include a representative from another node.
- The Selection Committee for research recruitment must include a Theme Co-Leader or their delegate as a member.
- Selection Committee members are required to complete the unconscious bias awareness training that is available at their node, or have attended a Centre training session, within the last two years.
- Where possible, when multiple roles are being simultaneously advertised at different nodes, there should be independence of the selection committees to prevent a conflict of interest.

Candidate interviews

- If panel members have any conflict of interest that prevents them reviewing the candidates, then the conflicted party should be removed from discussions and decision-making where the conflict occurs. Advice can be sought from the COO and the IDEA Committee.
- Shortlisting, interviews and ranking of candidates proceeds as per internal university policy. It is strongly recommended that longlisting and shortlisting is done individually by panel members *before* the selection panel discussion to avoid group bias.
- The Selection Committee should aim at a gender balance when short-listing candidates. If the shortlist gender balance is not achievable (excluding special measures) a report will need to be provided as described in the **Data Collection** section. This report may be a copy of any similar report required by HR at the recruiting node.

Making an offer

- When a preferred candidate has been identified and agreed to by the panel members an offer can be made according to the employing university policies. At this time, candidates must be notified of their flexible work options.
- The IDEA Committee will be available for any advice required on negotiations, level of appointment and length of term.
- Once a candidate is satisfied with the terms of employment a formal offer of employment should be prepared for their consideration as per host university procedures.
- If a candidate formally accepts the position, the hiring manager notifies the Centre Directorate Team (Director, Deputy Director and COO) of their acceptance and start date. The hiring manager will also keep the Node Director and Theme Leader informed on this.

- If a candidate has applied to multiple positions and an offer is made to this candidate for multiple positions, they will have the option to decide the position they accept. The various selection committees must not collude to make one offer per person, nor share information during negotiation, as this is a conflict of interest.

Flexible Terms

The terms of employment must be confirmed at the time the job offer is made, and it is to be included in the employment contract.

Amendments to terms

Applications to amend the terms of employment from part-time to full-time or full-time to part-time will be actively considered on an individual basis and subject to budget considerations and University policies.

Position not filled

- If a preferred candidate declines an offer, reserve candidates should be approached as per university policy.
- If there is no suitable candidate, the hiring manager must contact the IDEA Officer.

Onboard and Evaluate

Onboarding and Induction

When an offer has been accepted, the onboarding can commence. Node admins are to send out the welcome email which includes a number of forms to be completed, we also use this opportunity to capture useful data that allow us to measure diversity.

Following this, the node admin will send an email to the Centre Directorate welcoming the new starter to the centre.

In the new starters first week, they will be sent an induction workbook which provides an in-depth overview of the centre, how we operate and the ways in which we aim for a diverse and inclusive environment.

Data Collection

For the purposes of continuous improvement and evaluation of policies, hiring managers are expected to supply the following information:

- Notice of hire, including selection panel membership to the Directorate
- Outcome of recruitment process, recorded via the Recruitment Data Collection Form
- If you were unable to shortlist gender balance (excluding special measures), send a report to the IDEA Officer.

Glossary

Gender minority: a demographic whose sexual identity, orientation or practices differ from the majority of the surrounding society.

Group bias: is the tendency for people to give preferential treatment to others who belong to the same group that they do.

Job advert: External content used to attract talent to an organisation, its aim is to provide an overview of the role and the organisation the role sits within

Position description: an internal document used by those involved in the recruitment process, it outlines the role and responsibilities as well as they key selection criteria

Selection committee: A group of people who will be on the interview panel assessing the candidate.

Unconscious bias: or Unconscious cognitive bias operate outside your awareness and control. They can be difficult to assess and be aware of.

Document Versions

Status	Approved
Date of Last Revision	29 May 2024
Date of Approval	4/06/2024
Policy Approver	Centre Executive Committee
Policy Owner	Chief Operating Officer
Document location	IDEA Governance
Next review date	4/06/2026

Date	Status	Author(s)
May 2024	Minor Revisions	Eleanor Luond
July 4 2023	Revision per CEC Management, Data Collection	Mary Gray

June 7 2021	Minor Revisions	Mary Gray
June 4 2021	Minor Revisions	Mary Gray
June 2 2021	Minor Revisions	Mary Gray
May 27 2021	Revisions	Mary Gray
May 26 2021	Minor Revisions	Peter Nowotnik
May 24 2021	Minor Revisions	Mary Gray
May 19 2021	Revisions	Madhu Bhaskaran
May 19 2021	Draft for Consideration	Peter Nowotnik
Sep 15 2020	Revisions	Mary Gray, Cls
Aug 8 2020	Revisions	Mary Gray
Aug 1 2020	Revisions	Madhu Bhaskaran
July 29 2020	Revisions	Mary Gray
July 12 2020	Revisions	Madhu Bhaskaran
July XX 2020	Revisions	IDEA@RMIT Helen Boyd
May XX 2020	Draft for consideration	Derived from CAASTRO by Mary Gray, Melissa Drum