Print Friendly Version

Request to Recruit

Form Step 1 of 1

*** Denotes a mandatory question**

Approval Information

This request to recruit has been reviewed and approved by UniSA delegates. For information, the confirmation of approval and approval comments (where applicable) are detailed below.

Finance Approval:

Approved

Comments:

Head of School Approval:

Approved

Comments:

Head of School currently unavailable, however, approval by Lin Crase is in the attached supporting documentation

HR Review:

Approved

Comments:

Division Director Approval:

Approved

Comments:

PVC Approval:

Approved

Comments:

Provost Approval:

VC Approval:

Position Details

Position Title: *

Lecturer: Accounting (Level A)

Location:

City West Campus

Organisation Unit 1: *

UniSA Business School

Organisation Unit 2: *

School of Commerce

Organisation Unit 3:

School of Commerce - CMR

Position Status: *

(●) New ( ) Existing

Please provide the position number: *

116449 & 116453

Position: *

Teaching

Position Level: *

A

Salary Level: *

$67,769 - $91,969

Fraction: *

1.0

Number of vacancies: *

2

Nature of Appointment: *

Fixed term contract

If contract, please select work category:

Teaching Academic

If not continuing, please state term of employment in months:

12

The terms of engagement for staff other than casual staff may contain a reasonable probationary period of up to:

- **Three (3) months for professional, security, grounds and document services staff.**
- **Three (3) years for academic staff.**

The University, having regard to the complexity of the position and upon advice of the Executive Director: People, Talent & Culture, may negotiate a longer probation period.

Is this a prescribed position?
Refer to "At a Glance - Guide to Identifying Prescribed Positions".
https://teamsites.unisa.edu.au/HR/ER/Criminal%20History%20Assessments/At%20a%20glance%20-%20Obtaining%20Criminal%20History%20Assessments%20for%20Prescribed%20Positions.pdf
*****

Yes

Which police check is required?

DCSI

Does this position involve use of, development of, training/technical advice in the use of, development or maintenance of arms or arms related materials? *

○ Sanctioned ◉ N/A

Recruitment Information

Why is this position vacant? *

Parental Leave

Please provide further details (limit response to 400 words):

One of these positions has been approved to replace Mei Lim who is going on maternity leave, the other to replace a sessional who is teaching a full load. Depending on the applicants and the fraction they prefer we may take more than two. Email correspondance between Marie Wilson and Lin Crase attached.

Is this position being advertised as Internal or External? *

○ Internal ◉ External

It is standard HR practice that all UniSA externally advertised Academic vacancies will automatically be uploaded to SEEK and Times Higher Education UniJobs (THEUniJobs). If you specifically do not wish to advertise on SEEK or THEUniJobs, please indicate below

Please do not advertise this job in:

- [ ] SEEK
- [ ] THEUniJobs (Times Higher Ed/UniJobs)

Where will the position be advertised?

Please Select

If Other, please specify:

Do you wish to consider international candidates with no legal right to work in Australia for this position? *

○ Yes ◉ No

Ad Type:

○ Composite ○ Stand alone ○ N/A

If print media is required, please provide the preferred advertising date:

What is the budget for Advertising:

Cost Centre for advertising: *

AD035205

Please advise the closing date for applications for this job: *

26-Nov-2018

Does the employment referral program apply to this position?

○ Yes ○ No

Please list the Selection Panel Members (including Chair) relating to this role: *

Lin Crase
Raj Banarjee
Carol Tilt

Do you wish candidates to answer selection criteria in their application? *

◉ Yes ○ No

Who is the HR Business Partner? *

Alison Harris

Additional recruitment information:

Please advise in advert that the fraction is negotiable.
Selection Criteria 2, 4, 5 and 8.
Aim to interview/appoint prior to Christmas
2 potentially different start dates (start date negotiable)

Finance Information

Cost Centre for TEC: *

AD035205

Is the position included in the budget for this financial year?

(●) Yes ( ) No

Is the position project funded?

( ) Yes (●) No

Superannuation percentage:

http://www.unisa.edu.au/hrm/employment/remuneration/superannuation/tree/tree.asp

9.5%

Applicable On Costs (Including %):

16.5%

Cost centre type:

(●) Recurrent Cost Centre ( ) Non-Recurrent Cost Centre

Total cost to Division/Unit per annum:

Total Cost to Division/Unit for current year:

State the budget (or current forecast) end of year balance including the suggested position:

If appointment extends beyond the current year, what is the end of year budget balance for the next two years according to the MTFP?

Additional finance comments:

If this appointment takes the staff members fixed term appointment to 18 months (or if they are already on 17.5% super), then 17.5% Superannuation will apply.

Supporting finance information:

Choose File No file chosen

Finance information provided by: *

Neville Rankine

Supporting Documentation

Please upload the following documentation, if applicable:

Position Description:

Choose File No file chosen

Current files: Position Description Level A Teaching Academic.docx

Ad Copy:

Choose File No file chosen

Business Case:

Choose File No file chosen

Additional supporting documentation:

Choose File No file chosen

Current files: FW for tomorrow or the next day - request from Julie Warnes re advertising positions.msg

Approval

Have you checked the redeployee list for suitable candidates? *

- ○ Yes
- ◉ No

Has the request to recruit been reviewed? *

- ◉ Approved
- ○ Approved - with changes

Declined - rollback to Initiator to close this request to recruit

Comments: