



ARC Centre of Excellence for  
All Sky Astrophysics in 3 Dimensions

## Recruitment Policy

### OVERVIEW

The ARC Centre of Excellence for All Sky Astrophysics in 3 Dimensions (ASTRO 3D) is a Research Centre of Excellence funded over 7 years by a \$30.3 million grant from the Australian Research Council (ARC) and supported by six collaborating Australian universities.

The Centre will ultimately produce a comprehensive picture of the evolution of matter, the chemical elements, and energy in the Universe from shortly after the Big Bang to the present day. ASTRO 3D merges world-leading Australian and international optical, infrared and radio telescope technologies with sophisticated theoretical simulations and ambitious new big data analysis techniques to open a new realm in astrophysics - a 3D understanding of the origins of the Universe and our place within it. Through the Centre, the next generation of scientific leaders will be trained within a cohesive, national and international framework that includes cutting edge science and data intensive infrastructure, highly successful nationwide and worldwide collaborations, leading equity and diversity programs, and large-scale public education and outreach programs.

### SCOPE

This Policy and Procedure applies to all positions funded by ASTRO 3D.

### RELATED DOCUMENTS

- Membership Policy - All ASTRO 3D staff are automatically granted ASTRO 3D membership.
- Equity and Diversity Policy

### POLICY

ASTRO 3D staff are employed by their University and funded by ASTRO 3D. All recruitment costs such as advertising, relocation and visa/immigration are to be borne by the relevant node out of its ASTRO 3D budget or other University funds.

In order to receive ASTRO 3D funding, the following recruitment procedures must be followed.

#### 1. Research Staff

##### a) Need for Recruitment Identified

The need to recruit a position is identified from the Project Plan or budget, or on nomination due to a target of opportunity.

##### b) Position Description (PD)

The PD is developed by the Theme Leader, Node Leader and Project Lead(s) following the University's procedures and templates. PDs should include level, length of appointment and proposed starting date.

During the first 2 years of the Centre (ie until 30 June 2019) - If a research position has been included in the approved budget and there are no significant changes, the Centre Director must approve the PD prior to any recruitment action commencing.

After the first 2 years of the Centre (ie from 1 July 2019) – Every research PD must be approved by the Science Management Committee then the Executive Management Committee prior to any recruitment action commencing.

Significant changes to research PDs must follow the same procedure as new PDs.

c) Advertising

The Node Leader and Project Managers are responsible for ensuring that internal HR procedures within their own University, such as hiring approval, grading and advertising are followed.

Where diversity targets have not been met, subject to the approval of the employing university, a position may be advertised as “female only”.

Advertisements must be listed on the AAS Job Register (<http://jobregister.aas.org/>) and the job board of the recruiting University. Positions should be advertised during the astronomy recruitment cycle which runs from September to November each year. Refer to the AAS Guidelines regarding the timing of job adverts and closing dates, ([http://jobregister.aas.org/job\\_register\\_publication\\_policy](http://jobregister.aas.org/job_register_publication_policy)).

All positions must be advertised as being available either full-time or part-time.

The extent to which positions need to be advertised vs appointed on nomination is determined by the University’s own Recruitment Policy.

The following standard wording must be used in all advertisements for ASTRO 3D research staff.

**ASTRO 3D POSTDOCTORAL RESEARCHER ON <TOPIC>**

***Postdoctoral position at <UNIVERSITY> to undertake research on <TOPIC> as part of the ARC Centre of Excellence for All-sky Astrophysics in 3 Dimensions (ASTRO 3D), under the guidance of <SUPERVISOR>.***

*ASTRO 3D is a \$40m Research Centre of Excellence led by Prof. Lisa Kewley. ASTRO 3D is funded over seven years by the Australian Research Council and supported by six collaborating Australian universities - ANU, University of Melbourne, University of Sydney, Swinburne University of Technology, University of Western Australia and Curtin University. Other Australian partners in the Centre include CSIRO, the Australian Astronomical Observatory and National Computational Infrastructure. ASTRO 3D includes collaborations with world leading international institutions.*

*The ASTRO 3D mission is to produce a comprehensive picture of the evolution of matter, the chemical elements, and ionizing radiation in the Universe from shortly after the Big Bang to the present day. ASTRO 3D trains the next generation of scientific leaders and conducts nationwide education and public outreach programs.*

*This position, based at <UNIVERSITY> in <CITY>, is for <DURATION> years and is aimed at <PARAGRAPH(S) DESCRIBING POSITION>.*

*ASTRO 3D supports the activities of around 200 researchers, administrative staff and students, provides a collaborative working environment and supports a flexible, family friendly working environment. Subject to visa restrictions, this opportunity is available as either a full-time or part-time position.*

*For more information on how to apply for this position (and others within the Centre), go to (<http://www.astro3d.org/jobs>) and follow the links.*

d) Selection Panel

The Selection Panel must include:

- i. a member of the Science Management Committee (or their delegate);
- ii. an external member who can be a member of the Centre, but must be more senior than the position being recruited and from outside the employing university; and

at least 50% female representation.

Selection panels must ensure that the shortlist includes at least 50% of appointable female candidates. In the event that this cannot be achieved from the pool of applicants responding to an advertised position, the institution must consult with the Director and COO. The position may require either re-advertising or direct targeting of potential female candidates with the critical skills and experience required for the role.

Shortlisting, interviews and ranking of candidates is subject to university policy.

e) Offer

When the top-ranked candidate has been identified, an informal offer should be made by the Project Lead(s) in consultation with the Node Leader.

Any negotiations with the top-ranked candidate with regard to level of appointment, length of term, starting date need to be carried out in consultation with Node Leader and the Science Management Committee.

Once a candidate is satisfied with the terms of employment a formal offer of employment should be prepared for their consideration as per university policy.

If a candidate formally accepts the position, the Node Leader should advise the Executive Committee of their acceptance and start date.

f) Terms of Employment

The terms of employment must be confirmed at the time the job offer is made and will be included in the employment contract. Job applicants do not need to provide a case for their decision to work full-time or part-time.

g) Commencement

When the candidate commences work they must undertake all normal induction activities of their university and should be given access to ASTRO 3D intranet and mailing list, and welcomed via email or newsletter.

h) Position not filled

If a top-ranked candidate declines, offers to other candidates should proceed as per university policy.

If a position is not filled, the Node Leader should advise the Science Management Committee. The project plan and budget should be adjusted appropriately.

## 2. Professional Staff

a) Need for Recruitment Identified

The need for appointment is generally identified from the budget or as a replacement position.

b) Position Description (PD)

The PD is developed by the Node Leader following the employing University's procedures and templates. PDs should include level, length of appointment and proposed starting date.

Every PD for professional staff must be approved by the Chief Operating Officer prior to any recruitment action being commenced. Changes to approved PDs must also be approved by the Chief Operating Officer.

The Centre Director must be informed of any recruitment action.

c) Advertising

The Node Leader is responsible for ensuring that internal HR procedures within their own University, such as hiring approval, grading and advertising are followed.

Where diversity targets have not been met, subject to the approval of the employing university, a position may be advertised as “female only”.

All positions must be advertised as being available either full-time or part-time.

The extent to which positions need to be advertised vs appointed on nomination must be determined by the University’s recruitment policy.

The following standard wording must be used in all advertisements for ASTRO 3D professional staff.

**<JOB TITLE>**

*ASTRO 3D is a \$40m Research Centre of Excellence led by Prof. Lisa Kewley. ASTRO 3D is funded over seven years by the Australian Research Council and supported by six collaborating Australian universities - ANU, University of Melbourne, University of Sydney, Swinburne University of Technology, University of Western Australia and Curtin University. Other Australian partners in the Centre include CSIRO, the Australian Astronomical Observatory and National Computational Infrastructure. ASTRO 3D includes collaborations with world leading international institutions.*

*The ASTRO 3D mission is to produce a comprehensive picture of the evolution of matter, the chemical elements, and ionizing radiation in the Universe from shortly after the Big Bang to the present day. ASTRO 3D trains the next generation of scientific leaders and conducts nationwide education and public outreach programs.*

*This position, based at <UNIVERSITY> in <CITY>, is for <DURATION> years and is responsible for <PARAGRAPH DESCRIBING POSITION>.*

*ASTRO 3D supports the activities of around 200 researchers, administrative staff and students and provides a collaborative working environment and supports a flexible, family friendly working environment. Subject to visa restrictions, this opportunity is available as either a full-time or part-time position.*

*For more information on how to apply for this position (and others within the Centre), go to <http://www.astro3d.org/jobs> and follow the links.*

d) Selection Panel

The selection panel must include the Node Leader or their Delegate and the Chief Operating Officer or their delegate and have at least 50% female representation.

Selection panels must ensure that the short list includes at least 50% of appointable female candidates. In the event that this cannot be achieved from the pool of applicants responding to an advertised position, it may require either re-advertising or direct targeting of potential female candidates with the critical skills and experience required for the role.

Shortlisting, interviews and ranking of candidates is subject to university policy.

e) Offer

Any offer should be made by the Node Leader in consultation with the Chief Operating Officer.

f) Terms of Employment

The terms of employment must be confirmed at the time the job offer is made and will be included in the employment contract. Job applicants do not need to provide a case for their decision to work full-time or part-time.

g) Commencement

When the candidate commences work they must undertake all normal induction activities of their university and should be given access to ASTRO 3D intranet and mailing list, and welcomed via email or newsletter.

h) Position not filled

If a top-ranked candidate declines, offers to other candidates should proceed as per university policy.

If a position is not filled, the Node Leader should advise the Centre Director. The project plan and budget should be adjusted appropriately.

### **3. Interns**

Recruitment of interns on a casual or short term basis may sometimes be necessary, for example a research position for a pre-PhD student. These positions will not necessarily be advertised and are subject to budget considerations.

*This policy is current at 5 September 2018*