





Roles and Responsibilities of the Chair

-  sets expectations for the panel, such as carefully review all applications, use a merit-based approach and being aware of potential bias.
-  responds to applicant enquiries.
-  chairs all meetings and discussions of the Selection Committee.
-  briefs Selection Committee members on their obligations under legislation and University policy and procedures; including equity and inclusion, confidentiality and privacy requirements.
-  briefs Selection Committee members on the role requirements and expected achievements, and outlines how the successful applicant is to be supported to ensure success in the new role.
-  manages the short-listing process.
-  creates a list of behavioural based interview questions which covers the breadth of role requirements and selects a mission-based interview question from the “Hiring for Mission – Interview Guide”.
-  provides verbal feedback to any internal applicants not short-listed (or delegate)
-  prepares the format of the interview.
-  in forming the decision of the preferred candidates, ensures this decision is consistent with the requirements of the role, workforce profile requirements, organisational unit and/or operational plans, and changing needs of the ACU’s operations.
-  ensures all panel members have completed required assessments in Staff Connect.
-  conducts referee checks or delegates a member of the Selection Committee to do so.
-  provides feedback to all unsuccessful candidates after interview (or Hiring Manager).
-  is accountable to any appeal lodged by a candidate in relation to the recruitment process.