

# UNSW Science Staff Recruitment Policy

Version	Approved by	Approval date	Effective date	Next review
1.1	Science Faculty Board	17 August 2017	17 August 2017	17 August 2018
Statement				
<b>Purpose</b>	To implement and drive diversity initiatives in Science ensuring EDI actions are embedded into the UNSW Science recruitment policy and procedures.			
<b>Scope</b>	This applies to all job vacancies in UNSW Science.			

## KEY DRIVERS OF CHANGE

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. UNSW's 2025 Strategy specifically includes a commitment to equity, diversity and inclusion (EDI). The actions undertaken so far include approved targets for 2025 of 40% women at academic Levels D/E and 50% women at HEW 10/10+, establishment of an EDI Board and the appointment of Diversity Champions for Culture, Gender, Disability, LGBTQI, Flexibility and Leave Options.

Faculty of Science data by gender for academic, professional and technical staff, current as of 1 January 2017, illustrates a significant underrepresentation of women. For example, Level D female academics only represent 25.7% of the total number and Level E female academics a mere 13.3%. Professional and Technical (P&T) staff at Levels 6-9 in Schools are predominately male.

Science has set a target of 50% women at academic Levels D/E and 50% women at HEW 10/10+ by 2025. One of the initiatives to achieve this ambition is the establishment of the Science Equity, Diversity and Inclusion working group (SEDIWG). The group consists of representatives (academic, professional and technical staff members) from each School/Centre, the Dean's Unit and HR and is chaired by the Faculty Dean, Professor Emma Johnston. The objective of SEDIWG is to implement and drive diversity initiatives in Science including those that focus on ensuring EDI actions are embedded into Science recruitment policy and procedures.

## CURRENT SCIENCE EDI RECRUITMENT INITIATIVES

In June 2017, a current state analysis of recruitment practices in relation to EDI in Schools within Science was undertaken by the SEDIWG recruitment working group. Heads of School and School Managers were asked to provide information on any EDI specific recruitment policies or procedures they followed, if they included an EDI paragraph in their job advertisements, how they identified specific diverse target groups to reach through advertising (e.g. specific media), and if they engage professional recruitment support.

All Schools advised that they followed the current UNSW recruitment policy and did not have a separate School policy. Only two out of the nine Schools ensured they included an EDI statement in their job advertisements, the other Schools either had not recruited for a period of time or used the advertising templates on the People Information Management System (PiMS) which do not currently include an EDI statement or reference to UNSW diversity offerings.

Three Schools actively identified diverse target groups to advertise their roles to. This included placing advertisements with organisations representing women in their discipline and requesting current academics approach female colleagues in their networks. Schools mainly utilised UNSW HR to recruit but a few had sought external recruitment agency support in the past and may do so if required in the future.

## **AGREED POLICY**

### **PROCESS REQUIREMENTS**

Ensure a minimum of 33% competitive women candidates (or 1 whichever is the larger) for shortlist and interview for all job openings in Science. (Note, Schools attracting candidates from talent pools with higher female representation should be aiming for higher where this matches industry averages).

If engaging an external recruitment agent, ensure that the minimum of 33% shortlisted competitive women candidates (or higher, as applicable) are included in the contractual agreement, and that the gender mix of all applications received is disclosed.

### **ADVERTISING**

All internal and external recruitment advertisements for positions (academic, professional and technical) in the Faculty of Science must include the following EDI statement, information on UNSW's diversity offerings and incorporate the SAGE Athena SWAN logo or text in advertisements;

*UNSW aspires to be the exemplar Australian university and employer of choice for people from diverse backgrounds. UNSW aims to ensure equality in recruitment, development, retention and promotion of staff and that no-one is disadvantaged on the basis of their gender, cultural background, disability, sexual orientation or identity or Indigenous heritage. We encourage everyone who meets the selection criteria to apply.*

*UNSW partners with Australia's leading diversity organisations, networks, and campaigns. Please refer to [UNSW's diversity offerings](#) for further information on our flexible work and leave options, and support for carers (childcare, parent rooms, parental leave).*

*Include SAGE Athena SWAN membership logo as below or text in advertisements:*



Ensure that all job advertisements are written in a gender-neutral tone and position descriptions encourage diverse applicants to apply. For example, highlight training opportunities, avoid superlative terms (e.g. must be highly competent instead of expert) and set time-commitment expectations.

Actively utilise School/Faculty and extended networks to seek applications from competitive and diverse candidates. For example, ask colleagues if they know of any female colleagues in their network who could be approached.

Ensure advertisements are placed with organisations (e.g. interest groups or societies) that represent diverse groups within the specialisation.

## **SELECTION COMMITTEE**

Establish a minimum of one third of the selection committee as women.

Ensure all interview panel and selection committee members have completed UNSW's unconscious bias training or done a refresher course and understand the principle of achievement relative to opportunity.

Include at least one internal or external academic staff member on the selection committee for continuing professional/technical staff roles and one internal or external professional/technical staff member on the selection committee for continuing academic staff roles.

## **APPOINTMENT BY NOMINATION**

If appointing by nomination, at least one competitive female is part of the candidate pool, documented on nomination form for approval by Head of School and Faculty.

## **EXEMPTIONS**

In all cases, approval to be exempt from the Faculty's recruitment processes is dependent on providing strong evidence of critical resourcing and recruiting needs. Hiring managers must produce an application for exemption approved by the Dean.

## **POTENTIAL REVIEWS AND SURVEYS**

Monitoring and bi-annual reporting on the gender composition of shortlisted candidates for all job openings and recent hires in Science by Level and School.

Monitoring and bi-annual reporting on the composition of selection committees (via PiMS) to ensure the required targets (gender mix and academic/professional staff mix) are being met within the Faculty.

Review the Faculty and School's websites and marketing materials in order to ensure they contain diverse images and use inclusive language. For example, ensure case studies and profiles of women in Science feature e.g. [15 Women Changing Our World](#).

Survey recent female academic, professional and technical appointees in Science about their experience with the recruitment process. Include questions about what attracted them to apply for the role, how they heard about the position, how they found the interview process, how likely they are to recommend UNSW as a place to work to others, their engagement scores, and ascertain what could be improved in order to enhance the process.