

HUMAN RESOURCE MANAGEMENT PRINCIPLES

Definition

Human resource management principles are the foundation upon which best practice human resource management is built and adhered to.

GRIEVANCE HANDLING

It is recognised that from time to time staff may have genuine grievances that if remain unresolved are detrimental to the staff member, their colleagues and the operating efficiency of the University. Staff should feel confident that grievances will be handled professionally and in a timely fashion. The handling of grievances is governed by the following principles:

- Grievance resolution is an integral part of a supervisor's duties. Managers and supervisors have a responsibility to identify, prevent and address problems in the workplace;
- Wherever possible, grievances will be addressed by a process of discussion, cooperation and conciliation;
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HR SERVICE DELIVERY

Service delivery by HR staff will be governed by the following principles:

- Honesty, openness and integrity in its dealings with its client base;
- Courteous, considerate and timely service;
- Teamwork and the development of strategic relationships with its client base;
- Valuing diversity and inclusiveness at all levels within the University;
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INDUCTION AND ONBOARDING

Each new staff member has the right to expect comprehensive and effective induction and on boarding processes that performed with the proper levels of guidance, support and information will lead to an increase in retention rates and will extend their range of skills and knowledge. Staff induction and on boarding will be governed by the following principles.

- The purpose of induction is to familiarise the staff member with the job, fellow staff members, the working environment, the equipment used, their obligations and the expectations of the University;
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INDUSTRIAL RELATIONS

The University will endeavour to be a model people manager through the delivery of fair outcomes in the workplace and will support:

- Provision of equitable rights and responsibilities for all employees;
- Prevention and elimination of discrimination in employment;
- Provision for effective responses and accessible support for negotiation and resolution of industrial disputes;
- The resolution of personal grievances through a process of discussion, cooperation and conciliation.

OCCUPATIONAL HEALTH AND SAFETY

The principal objective of the University's OHS management system is to minimise and continually reduce the incidence of occupational injuries and illnesses and to maintain a high standard of health, safety, security and wellbeing for all staff, students contractors and other persons at or near the workplace;

- The University will comply with legislative requirements (Acts, Regulations, Codes of Practice and Standards) through the development and review of policies, procedures and safe systems of work and by promulgating and monitoring their implementation through effective staff consultative arrangements;
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- The effectiveness of the University's OHS Management system will be monitored through:
 - a)
 - b)
 - c)

ORGANISATIONAL DEVELOPMENT

- As stakeholder input and commitment is essential for effective workforce planning and organisational development it will involve the active participation of senior management, line managers and other staff in the development, communication and implementation of workforce strategies and plans;
- The University and its staff will have aligned objectives and purpose to ensure effective and efficient achievement of strategic outcomes;
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PERFORMANCE MANAGEMENT

The goal of the performance management system is to improve individual and organisational performance by promoting responsibility, commitment and development and to ensure there is a mutual understanding of the business and strategic objectives of the University.

- Management for Performance will:
 - a.
 - b.
 - c.
- Documentation will support but will not drive the process. Its primary function will be to ...
- Supervisors will be accountable for giving honest and timely appraisal of an individual's work performance and for providing direction for individual development and career planning and will be provided with appropriate training to facilitate this;
- The setting of goals ...;
- Feedback on performance will be a continuous process;
- Training on Management for Performance

RECRUITMENT AND APPOINTMENT

It is acknowledged that the recruitment and selection process is critical to position the University competitively and strategically to attract and retain high performing staff who are committed and who match the requirements of the University, the work area and the job. In this context its recruitment and selection process will be guided by the following principles:

- Decisions to recruit will be made in the context of a faculty/centre staffing plan
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TRAINING AND DEVELOPMENT

- Continuous learning and improvement is acknowledged as being both a lifelong process and an investment by the University to staff at all levels to optimise its performance and standing in the community;
- Staff development is regarded as a legitimate form of work activity and all staff will be eligible and encouraged to participate in staff development in some form;
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WORKFORCE PLANNING

- Workforce planning is about predicting future workforce needs to accommodate both the existing University strategic objectives and its future challenges.
- An effectively planned workforce is better equipped through having the right mix of people and skills to achieve the aims and objectives of the University and its future challenges.

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