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**Senior Staff  
Contracts**

A fixed-term Senior Staff Contract may be offered to the following:

- a) A person to be appointed as an Area Manager;
- b) A person to be appointed as a Head of School or equivalent;
- c) Professional staff to be appointed at the classification level of Senior Manager or to a position to which a total remuneration package greater than \$260,000 (or part-time equivalent) applies; or
- d) Academic staff to be appointed to a position to which a total remuneration package greater than \$260,000 (or part-time equivalent) applies.

Where a person enters into a Senior Staff Contract, then the terms of this Agreement (other than this clause) will not apply to the employment, except in relation to annual leave, long service leave, personal leave, compassionate leave, community service leave, public holidays, parental leave, voluntary flexible work arrangements, concurrent partner leave, academic freedom and salary packaging.

Senior Staff Contracts are administered by the Strategic Recruitment Team.

Please contact the Strategic Recruitment Specialist or

<p><b>Replacement staff member</b></p>	<p>Where a staff member is engaged for a fixed period to:</p> <ul style="list-style-type: none"> <li>a) replace a full-time or part-time staff member for a definable period for which the latter is either on authorised leave of absence or is temporarily seconded away from their usual work area; or</li> <li>b) perform the duties of a vacant position, in which case the initial fixed term must be no longer than 12 months but may be extended for a further period of up to 12 months provided that no later than six (6) months from the date of extension the University commences recruitment action to engage a continuing staff member in the position;</li> <li>c) perform the duties of a position the normal occupant of which is performing higher duties pending the outcome of recruitment action for a vacant higher duties position.</li> </ul>	<p>A subsequent contract under this category may be offered if the employee continues to cover for a temporary vacancy (e.g. maternity leave, secondment, etc.), for the duration of absence.</p> <p>It may also be renewed in circumstances where the employee was appointed into a vacant position (e.g. following a resignation or retirement) once for a period of 12 months, providing that in the first 6 months of the extension, the position is advertised for an ongoing appointment.</p>	<p><b>YES</b></p> <p>Sufficient information regarding the substantive incumbent of the position - if appointment under a) or c), or previous incumbent of the position - if appointing under clause b)</p>
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## Fixed-term contract

<p><b>Organisational Change – New Area</b></p>	<p>Appropriate for an identifiable work Unit that:</p> <ul style="list-style-type: none"> <li>(a) is a new unit performing one (1) or more functions or teaching one (1) or more programs, that have not been performed or taught previously and the prospective need or demand for which is uncertain or unascertainable at the time of establishment of the unit;</li> <li>(b) is performing one (1) or more functions or teaching one (1) or more programs at a new location that is not less than 50km from any campus where those functions or programs have previously been taught or performed and where the prospective need or demand for those functions or programs is uncertain or unascertainable at the time of commencing them at the new location;</li> </ul>	<p>A staff member currently engaged under this contract category <u>cannot</u> be extended or renewed under the same circumstances (i.e. same contract category).          This contract category may be appropriate in instances where the staff is being extended to perform a new function or teach a new program  <b>OR</b>          To perform work previously undertaken which will now be performed at a location more than 50km from the existing location. In circumstances where appropriate, a contract under this category may be offered once and only for a period of not less than 1 year and no more than 3 years.</p>	<p><b>YES</b>          Provide information and/or documentation regarding the new program/function to be performed or the new location where the function will be performed.</p>
<p><b>Organisational Change - Unanticipated Change in Enrolments</b></p>	<p>Appropriate where an identifiable work unit experiences a sudden and unanticipated increase or decrease in enrolments.</p> <p>Fixed term employment under this category may be used for up to 3 years from the date of the sudden and unanticipated increase or decrease in enrolments. Fixed term positions offered under this category may not be extended or renewed, may only be offered once and will be for a period of no more than 3 years and not less than one year.</p>	<p>A staff member currently engaged under this contract category <u>cannot</u> be extended or renewed under the same circumstances (i.e. same contract category).</p> <p>This contract category may be appropriate providing there is a sudden and unanticipated increase or decrease in enrolments. In circumstances where appropriate, a contract under this category may be offered once and only for a period of not less than 1 year and no more than 3 years.</p>	<p><b>YES</b>          Provide information</p>



