



# ACEAS

Australian Centre for Excellence in Antarctic Science

A Special Research Initiative of the Australian Research Council

ARC Centre for Excellence in Antarctic Science (ACEAS)			
<b>Policy and Procedure:</b>	Recruitment		
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## Overview

The Australian Research Council (ARC) Australian Centre for Excellence in Antarctic Science (ACEAS) will be a national-scale, University-led, international centre focused on this goal:

*To help the world community prepare for climate risks emerging from East Antarctica and the Southern Ocean by integrating knowledge of the ocean, atmosphere, cryosphere and ecosystems, and their interplay.*

## Scope

This procedure applies to all positions funded by ACEAS.

ACEAS staff are employed on fixed-term (or equivalent) contracts by one of the Australian University partners and funded by ACEAS.

ACEAS will contribute up to \$8,000 per position towards reasonable recruitment costs paid generally in accordance with the relevant University's policy, such as relocation. This payment can include the cost of visas and associated legal fees. Costs over \$8,000 per appointment will need to be borne by the host University.

The lead CI at the relevant University is responsible for ensuring that internal HR procedures within their University, such as hiring approval, grading and advertising, are followed.

To receive ACEAS funding the following recruitment procedures must be followed for all fixed-term positions.

The overarching principle is that all appointments must contribute to the goals of the Centre.

### *Flexible working*

All positions must be advertised as being available with the option of a fractional appointment with flexible office hours.

The host organisation should consider if the position could be based in one of several locations, but must be at an official host node or partner organisation. The host organisation may decide if they wish to include notice of this in the advertisement.

### *Advertising text*

All advertisements for ACEAS staff must include the standard wording attached, modified as required for the relevant host university and position.

### *Research positions*

All research staff positions must be in accordance with the list of research positions approved within the Multi-Institute Agreement or subsequently modified by the Management Committee. Unless otherwise approved by the Management Committee all **postdoctoral research associate positions will be recruited in the Academic A/B range.**

The position description (PD) and advertisement must be developed in conjunction with the Program and lead CI at the relevant University and following the relevant University's procedures and templates. The position should be advertised for the approved level and term, and specify a proposed starting date.

Researcher PDs must be developed in accord with summaries approved by Program Leaders and the Director. The PD must specify a supervisor and an ACEAS co-supervisor from another Australian university or partner organisation, unless otherwise approved by the Director. For practical reasons, all formal supervisors should be located within Australia.

Before advertising PDs must be approved by the Centre Director upon recommendation from the lead CI from the relevant University.

Significant changes to researcher PDs must be approved by the Management Committee.

### *Professional and technical staff*

All non-research positions must be in accordance with the list of positions approved within the Multi-Institute Agreement or subsequently modified by the Management Committee. The overarching principle is that all appointments must contribute to the goals of the Centre.

The position description and advertisement must be developed in conjunction with the lead CI at the relevant University and approved by the Director. Centre staff PDs will be approved by the Director. The position should be advertised for the approved level and term, and specify a proposed starting date.

Significant changes to PDs must be approved by the Management Committee.

### *Shortlisting and interview process*

ACEAS has a priority and commitment to supporting improvements to gender and ethnic balance in Antarctic sciences. This should be addressed through appropriate wording of recruitment documents and interview practices.

Shortlisting and interview panels must be gender diverse.

Interview panellists, at all stages of the appointment process, must be aware of potential for unconscious bias in the shortlisting and appointment process. Training, designed to increase self-awareness of implicit bias is available at most organisations.

Interview panels for research positions must include at least one CI from another ACEAS participating institution.

Before short-listing and interview, the ACEAS appointment spreadsheet should be reviewed, to ensure compliance with the above policy and procedure.

*ACEAS standard PD wording*

**Please insert this wording into your university PD template to describe ACEAS**

This position is part of the ARC Australian Centre for Excellence in Antarctic Science (ACEAS), a national-scale, University-led, international centre focused on helping the world community prepare for climate risks emerging from East Antarctica and the Southern Ocean by integrating knowledge of the ocean, atmosphere, cryosphere and ecosystems, and their interplay. ACEAS will grow to support the activities of around 150 researchers, administrative staff, and students, with exciting opportunities to collaborate across disciplinary and institutional boundaries. Further information on ACEAS is available at <website>.

*ACEAS Standard Advert wording*

**Please insert this wording into your university Advert template to describe ACEAS**

The Australian Centre for Excellence in Antarctic Science (ACEAS) is a major \$25M Special Research Initiative of the Australian Research Council.

The goal of ACEAS is to help the world community prepare for climate risks emerging from East Antarctica and the Southern Ocean by integrating knowledge of the ocean, atmosphere, cryosphere and ecosystems, and their interplay. ACEAS is a national-scale, University-led centre for excellence in Antarctic science focused on this goal.

ACEAS is led by the University of Tasmania with a range of Australian and International Partners ([www.utas.edu.au/aceas](http://www.utas.edu.au/aceas)). <The University of X is excited to be one of the partners in ACEAS.>