



ADMINISTRACIÓN DE RECURSOS HUMANOS
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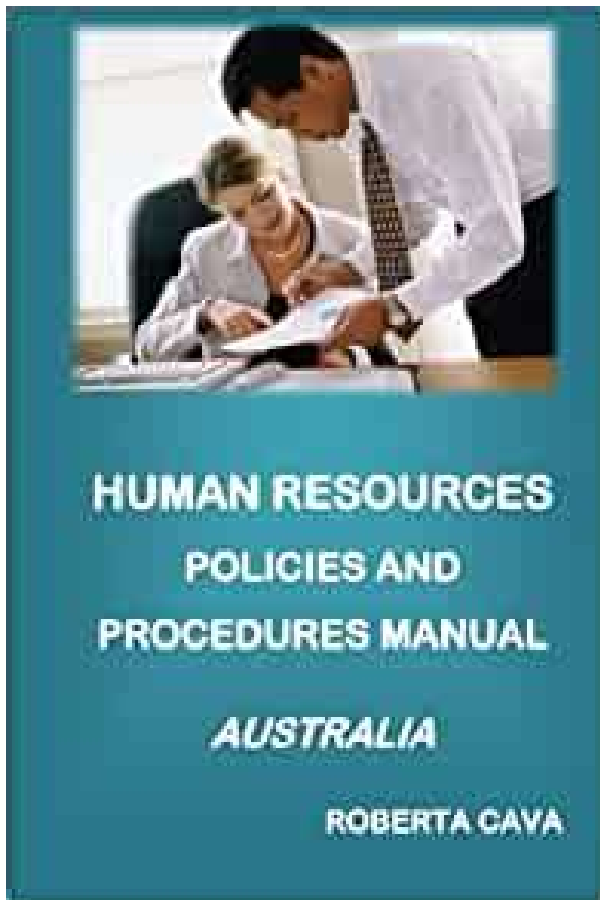
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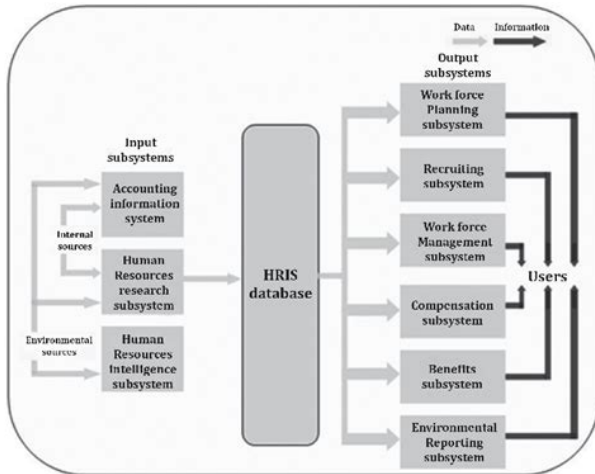
Book Descriptions:

Canberra manual human resources



Indicators are sourced primarily from the OECD and the World Bank, as well as from other sources of comparable quality. Welcome! Go to Communities Select a CoP through the quick access menu on the left or browse our directory using the following options. Those people who have successfully completed a tertiary level education until 2013, ISCED97 levels 5A, 5B, 6; starting with 2014, ISCED2011 levels 5 to 8; Those people who work in ISCO08 groups 21 Science and engineering professionals, 22 Health professionals, 25 Information and communications technology professionals. Year published 1994 Other organizations involved It has been prepared in close cooperation between the OECD and the DGXII and Eurostat of the European Additional information The text was discussed at specialist workshops at the OECD in 1992 and 1993 and then submitted to the Group of National Experts on Science and Technology Indicators NESTI at its meeting in Canberra in April 1994. For the best experience, please update your browser. Check out beta.abs.gov.au and tell us what you think. It is the first release of data on HRST in Australia in this form and is primarily based on data collected in the 1991 and 1996 Censuses of Population and Housing. In the early 1990s experts from around the world gathered to define human resources in science and technology HRST. The result, published by the OECD in 1995, was the Manual on the Measurement of Human Resources Devoted to Science and Technology the Canberra Manual. The Manual establishes the methodological framework for the measurement of HRST. The HRST statistics in the Australian publication are based on standards and definitions in this OECD manual. For the best experience, please update your browser. Check out beta.abs.gov.au and tell us what you think. International migration of human resources by selected qualifications and occupations Source ABS Human Resources by Selected Qualifications and Occupations Australia, 2001 cat. no.

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STATISTICAL NOTES Data sources Persons arriving in, or departing from, Australia provide information in the form of incoming and outgoing passenger cards. Incoming persons also provide information in visa applications, apart from people travelling as Australian and New Zealand citizens. These and other information available to the Department of Immigration and Multicultural and Indigenous Affairs serve as the source of statistics of overseas arrivals and departures published by the Australian Bureau of Statistics ABS. Longterm departures Comprise Australian residents who intend to stay abroad for 12 months or more but not permanently and overseas visitors departing who stayed 12 months or more in Australia. Longterm arrivals Comprise overseas visitors who intend to stay in Australia for 12 months or more but not permanently and Australian residents returning after an absence of 12 months or more overseas. Selected occupations Occupation data have been classified according to the Australian Standard Classification of Occupations, Second Edition ASCO cat. no 1220.0. ASCO is a skillbased classification of occupations. The Manual was prepared and published by the Organisation for Economic Cooperation and Development. For example, an oral history project conducted by a religious organization would be classified as being basic research, in the field of humanities the subcategory of history, and performed by a nongovernmental, nonprofit organization. The 2002 Frascati Manual included a Field of Science FOS classification. Based on a background document by Christopher Freeman they drafted the first version of Frascati Manual, which is officially known as The Proposed Standard Practice for Surveys of Research and Experimental Development. In 2002 the 6th edition was published. Psychology Press. p. 190. ISBN 9780415341042. By using this site, you agree to the Terms of Use and Privacy Policy. Indeed may be compensated by these employers, helping keep Indeed free for job seekers. <http://ehomeforeclosure.org/images/displex-de-202-manual.xml>

Intellectual Property & Security

All intellectual property developed by employees during their employment with (Business Name), including discoveries or inventions made in the performance of their duties related in any way to the business of (Business Name), will remain the property of (Business Name).

Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of (Business Name).

Employees must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of (Business Name); or
- authorise or be involved in the improper use or disclosure of confidential information;
- during or after their employment without the Employer's written consent, other than as required by law.

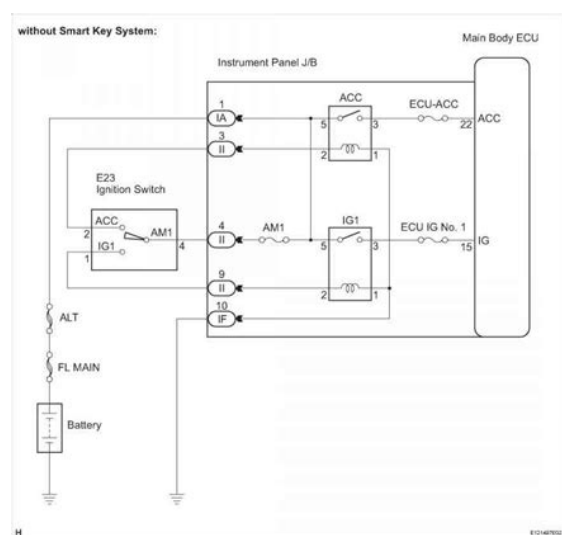
'Confidential information' includes any information in any form relating to (Business Name) and related bodies, clients or businesses, which is not in the public domain.

Employees must act in good faith towards (Business Name) and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and (Business Name) may also pursue monetary damages or other remedies.

Indeed ranks Job Ads based on a combination of employer bids and relevance, such as your search terms and other activity on Indeed. For more information, see the Indeed Terms of Service You can change your consent settings at any time by unsubscribing or as detailed in our terms. That's where our HR Advice Business Support Program could just be the solution you are looking for. Simply check off your needs from the table below to identify which program meets your needs, then click on the Join Now box to register and pay, or contact us to discuss your requirements so we can tailor a specific program for you by calling 1300 472 223 Annual programs are to be paid in full prior to commencement. To prevent automatic queries by computer programs, Linguee only allows a certain number of queries per computer. For users with disabled Javascript, this number is much lower than for those with enabled Javascript. The following steps may be helpful to prevent your computer from being blocked again enable Javascript in your browser settings, wait for a few hours, and then try using Linguee again. To prevent automatic queries by computer programs, Linguee only allows a certain number of queries per computer. For users with disabled Javascript, this number is much lower than for those with enabled Javascript. The following steps may be helpful to prevent your computer from being blocked again enable Javascript in your browser settings, wait for a few hours, and then try using Linguee again. Please refer to the Delegations of Authority Policy to identify who the delegate is. The University's primary functions depend on the quality of information provided by ITM resources. This policy manual will ensure the following Limited personal use is permitted but the university network must not be used for personal gain. Backup copies of data and email will not be provided after the departure date.

The University retains the right to monitor and control ITM systems and their content, including network and system activity, in accordance with the University's "Charter of Conduct and Values" and Privacy Policy and in a manner which respects the rights and legitimate interests of those

concerned. Disclosure to an external organisation will only be considered on production of a legal authority. For the avoidance of doubt, this includes staff, student and affiliate accounts. Where no custodian is nominated the senior business manager of the area most responsible for the system is responsible. All devices should be locked prior to leaving unattended. This applies whether the device is a University asset or a personal device. Exceptions to this rule are Such systems must NOT use the University Network Account and password. Such systems must NOT use the University Network Account and password. The University password must not be used on other systems, shared or disclosed with anyone including assistants or family. Such authority must be explicitly granted by a System Custodian. It is the responsibility of the System Custodians to audit key corporate system privileges and ensure they are commensurate with current staff roles. Userlevel passwords must be changed if they do not meet the University's complexity requirements or are known to other individuals. Where auto changes are not supported, systemlevel passwords must be changed every time a staff member knows with access to the password leaves the University. In addition, University email accounts must not be used for personal gain or commercial purposes. If you have received this email in error please notify us by email reply and delete it from your system. The University of Canberra accepts no liability for any damage caused by any virus transmitted by this email. Staff working in some areas of the University will need to include other CRICOS numbers and should append the appropriate number in the signature block.



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This includes privately owned data storage media connected to staff or student workstations. This may include, but is not limited to, the following circumstances They are not permitted to copy or store any University information for any reason other than that required to complete the terms of their contract. In addition, third party providers must report IT security incidents that may impact systems connected to the University's systems. IT assets are generally associated with the physical devices on which information resides and includes, but is not limited to, workstations, servers and the physical network infrastructure. When not in use, all portable ITM assets must be secured. Where hardware must be purchased, it should be reusable and efficient. The strongest password that can be used within the restrictions of that particular facility, system or service shall be used. Therefore, adherence to the requirements in this Policy and the accompanying Records and Archives Management Procedures is mandatory for all staff An analysis of these processes within the context of business needs, legal and regulatory obligations, as well as meeting broader community expectations is to be used as the basis of design for a recordkeeping system. These needs and obligations will be reviewed on an annual rolling review plan or as the result of significant change.

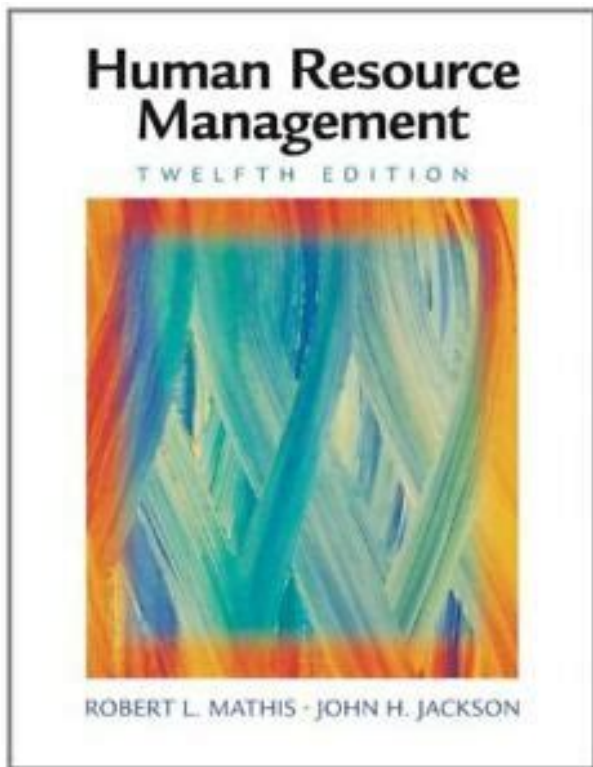
No records belong to individual employees In cases where recordkeeping issues arise which are not covered by this policy, the University will follow advice from the Territory Records Office and be guided by the Australian Standard on Records Management, AS ISO 15489. The business classification system thesaurus is to be based on the functions and activities that it carries out. That is, the University's recordkeeping practices will ensure that its records are adequate for The Director, ITM may initiate an earlier review when significant functional or other changes affecting recordkeeping occur.

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Records of these reviews are to be maintained by the Records Management unit. The procedures are also to describe how to identify, search for and retrieve records as well as gain access to them. ITM will work collaboratively with such units on generation of standards and implementation of policy. The execution of backup processes is shared between ITM and the current outsourced service provider. The Director, ITM may initiate an earlier review when significant functional or other changes occur. A Legislative Responsibility Schedule is maintained by the Governance Unit and lists all legislation pertaining to the University. Several activities may be associated with each function. Activities are often described as actions or verbs, such as Reporting. For example Note that it is not usually the creator of a document or a system operator. They represent the major responsibilities that are managed by the University of Canberra to fulfil its goals. Functions are highlevel aggregates of the University's activities. Functions are often described as things or with nouns, such as Teaching and Learning, Research and Student Management. For example; if you had 10 files on your desktop which you backed up to a USB drive, making a copy of all 10 files is termed as a FULL backup. If you have made changes to 2 of those files since your last FULL then copying only the two files that have changed to your USB drive is termed an INCREMENTAL backup. The strength of incremental backups include; significant time savings and effective use of storage. The downside is that an incremental is dependent on the last successful full backup. Loss of data integrity may be gross and evident, as when a computer disc fails, or subtle, as when a character in a file is altered. These include network servers, peripheral equipment, workstations and personal computers.

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Examples include Working papers consisting of rough notes, calculations, diagrams, used for the creation of records; Duplicates and copies of documents where the original is safely retained within the University's recordkeeping system and Personal material such as invitations, tickets, and brochures. Storage at or above ground level, in fireproof containment, within buildings with only concrete and steel structure, in areas of low vegetation will deliver far lower risk than only considering distance. Therefore, this offsite storage policy statement will be superior to industry standards based on separation alone. Given this, the majority of buildings on the UC campus will fulfill this requirement and therefore can be used as Offsite Storage sites if required. Examples are financial, personnel, fleet or facilities management functions. It could be owned by an individual staff member or student of the University or by a third party. Devices which are funded by research or consultancy funding are regarded as University owned. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources which are applied within the University to ensure that full and accurate records of business activity are made and kept. These threats may be human or nonhuman, natural, accidental, or deliberate. It includes contractors, adjunct staff, consultants, external committee members and workshop or conference attendees. Access to the account is controlled by security measures which commonly include a password. The password is the confidential part of the logon process and must be protected by the account holder We wish to acknowledge and respect their continuing culture and the contribution they make to the life of. Canberra and the region. We also acknowledge all other First Nations Peoples on whose lands we gather. Each coordinator is responsible for coordinating the data collection and updating process in NMDS.

In addition, this database has an online updating platform that allows researchers to register or update their respective particulars and get validated by the coordinator. Currently, MASTIC is actively updating NMDS data at national level. To make access to the NMDS database, researchers must first register with KRSTE.my system. The same KRSTE.my ID and password are used to log in to the NMDS Database . Researchers are advised to register and update their CV according to Manual Researcher attached below. The approval must be renewed each year. CIT Human Resources Delegations Manual. Supporting Guide Application for Approval of a Second Job internal access only Individual Teacher Allocation Has the same meaning as the Enterprise Agreement see

clause 30. By continuing to use our website, you consent to cookies being used. See our Cookie Notice or Privacy Statement to find out more. As outlined in Definitions, the term employee is used throughout this document to include staff and engaged representatives. A conflict of interest occurs when an employee's private interests improperly influence the performance of the employee's official duties and responsibilities ACTPS Integrity Policy 2010. Private interests are not limited to financial interests or those interests that could generate a direct personal benefit to the employee. A conflict of interest may involve otherwise legitimate private activity, personal affiliations and associations, and family interests, if those interests could reasonably be considered likely to improperly influence the employee's performance of their duties. Conflicts of Interest Actual This involves a direct conflict that has occurred or is occurring between the duties of an employee and competing interest or obligation. Potential This involves the possibility of a conflict occurring between the duties of an employee and a competing interest or obligation.

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The need for accountability and transparency in all dealings is particularly important because of the diverse and complex functions of CIT. To effectively manage conflicts of interest, the processes followed must be transparent and involve the joint participation of employees at all levels and must be demonstrated through organisational practices. In all situations, public interest must be prioritised above any private interest. By implementing and adhering to this policy, employees can protect themselves from allegations of impropriety and meet their legal obligations to manage any conflict of interest. Employees of the CIT are required to comply with the Public Sector Management Act 1994 ACT, ACT Public Service Code of Conduct, ACT Public Service Code of Ethics, ACT Integrity Policy and Public Sector Management Standards 2016. The primary obligation of employees with regard to conflicts of interest is set out in section 9 of the Public Sector Management Act 1994. Relevantly, sections 91a, 91b and 92f provides that a public servant must take all reasonable steps to avoid a conflict of interest; declare or manage a conflict of interest that cannot reasonably be avoided; and not when doing the public servant's job apply improper influence, favouritism or patronage. It is important to note that, under this policy, these principles apply to anyone engaged to deliver CIT programs and services, whether for remuneration or not.

3.2 Identifying a Conflict of Interest

Perceived conflicts of interest may undermine trust and be as damaging as an actual conflict, so it is important that employees seek advice when identifying a conflict of interest. It is not always easy to identify a conflict of interest, particularly where the conflict is such that it may affect an employee's perception of the situation. Conflicts of interest are common and are expected to arise in an environment of public sector employment.

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There may be certain circumstances where conflicts of interest cannot be reasonably avoided. For example, where a person's involvement is essential to a matter or where there is a policy of affirmative action. What is important is what an employee does, or does not do, once they become aware of the conflict of interest. The key test in identifying a conflict of interest is whether a reasonable disinterested person would observe that an individual employee's private interest could compromise or appear to compromise the proper performance of their duties as a public servant. Private interests may be financial or nonfinancial. Example You are a member of a Selection Advisory Committee for a position advertised in another department within CIT. A long-term friend submits an application for the position. In this case, your private interests as a friend have the potential to, and may be perceived to conflict with your duties, as your friend has the potential to gain from your decision. Your obligation is to declare the conflict to the Chair of the Committee, and take reasonable action to avoid the conflict, e.g. remove yourself from the committee thereby ensuring that you are not involved in the assessment of your friend's application. They may result from the

employee or a related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not need to actually change hands for an interest to be pecuniary. Example You own a private business that tutors students in the function of equipment used in the space industry. At the beginning of each semester, you hand out flyers to all your CIT students encouraging them to contact your private business to organise tuition, as this will help them in their studies at CIT.

In this case, a conflict of interest exists, as the employee, through their access to potential clients from their work at CIT, will gain financially from students use of the services provided by their private business. A pecuniary conflict of interest may also arise where work outside of the public sector second jobs limits performance in your public duties. Nonpecuniary Nonpecuniary interests do not have a financial component but may arise from personal or family relationships or involvement in sporting, social, religious or cultural activities. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias an employees judgement or decisions. Example A family member owns and operates a business that supplies educational material to the CIT and you are involved in the procurement of that educational material. Your obligation declare the conflict to your supervisor, and take reasonable action to avoid the conflict, e.g. you may provide input to the procurement process but remove yourself from accessing any tender documents and the decision making part of the procurement. In addition to their principal job, an officer may find that part of that job involves taking on another public sector or communitybased role. A common example is when a position in the ACT Public Sector ACTPS includes being a member of a board for which the CIT has some responsibility. The conflicts in these circumstances, where there are competing interests, are not always recognised because no private interest is involved or apparent. The second situation is the problem of officials acquiring confidential information in the course of their principal role that could be useful in relation to their work in another role, or future role. The risk of conflicts of duty is increased as it may be difficult to keep multiple roles separate.

It is therefore important that roles be structured to separate functions and areas of work from each other and are adhered to and monitored by employees and management in those roles. Disclosure of information by current and former public employees Employees who leave the ACTPS risk legal proceedings against them if they take advantage of official information gained during their employment in the ACTPS. In addition to the possibility of prosecution, improper use of information can entitle the ACTPS as the former employer to sue the former employee under the law relating to confidence. Employees leaving CIT who intend using confidential information acquired while a member of the ACTPS in their new employment are required to seek approval from CITs Chief Executive Officer. Disciplinary action may be taken against a current employee where information is disclosed without proper authority. All employees of the ACTPS should be aware of requirements relating to the disclosure of information under the Crimes Act 1900 and penalties which apply 50 penalty points, imprisonment for 2 years or both. An Application for Approval for Work Outside the Service form internal access only must be completed, approved and submitted prior to commencing secondary employment. Pursuant to section 108 of the Public Sector Management Standards 2016, when considering applications for approval for a second job, delegates must consider the consistency with the public sector principles; and not approve a second job where the delegate reasonably believes it would create a real or perceived conflict of interest for the employee. Unpaid or Voluntary Work Voluntary and community groups could have interests or aims in relation to ACT Government policy development or program implementation.

In such situations, unpaid or voluntary work outside employment can present the same potential for conflicts of interest as paid outside employment and should be treated with the same level of importance as paid outside employment. Employees must disclose voluntary work, roles or

associations using an Application for Approval for Work outside the service internal access only .

Social Media In an increasingly digital world, conflicts of interest can arise through an employees use of social media. For example, a conflict of interest may exist where You update your social media profile to promote your CIT achievements in a project prior to the official release or public unveiling of the project. You post a comment on Social Media reflecting your personal views that conflict with the CITs position about a CIT initiative, where your personal account clearly identifies your employment with the CIT.

Political Activity Being an ACT public sector member should not normally prevent an employee from joining a political party or a community interest group. However holding office in, or being a spokesperson for a political party could compromise perceptions of the employees ability to function impartially. Employees must avoid all conflicts of interest between their political interests and activities and their official responsibilities, in accordance with the ACT Public Service Code of Ethics which outlines rules relating to political activity and political comment. The Guidance on Caretaker Conventions also provides information on guidelines for the behaviour of public employees wishing to participate actively in the political process.

Not a conflict of interest Where an employee develops a positive working relationship with a colleague that becomes a friendship, it is not a conflict of interest.

However, if the relationship is such that it would place either of these individuals in a position that may compromise or appear to compromise the proper discharge of their official duties, then the conflict must be notified and managed appropriately in accordance with this policy.

3.3 What to do if I have, or suspect I have, a Conflict of Interest

Disclosure of conflicts of interest Employees are required to disclose any actual, potential or perceived conflict of interest to their supervisor as soon as they become aware that such a conflict may exist. Failure to do so or a delay in doing so, may constitute misconduct, and result in disciplinary action against the employee. A Conflict of Interest disclosure form is available on the Shared Services Website use Executive Conflict of Interest Disclosure form. The form requires the following details employee details, the declared conflict of interest, the duties affected by the conflict, restrictions and strategies implemented to manage the conflict and the date and signature of the employee and their manager. Forms should be retained as a record within the business unit and may be audited. Conflicts of interest forms and written declarations of no conflicts of interest may be required in certain instances prior to undertaking investigations; inspections; audits; and participating on recruitment and tender evaluation panels; or as membership of a committee. They may also contact CIT Human Resources for guidance. An undeclared actual, potential or perceived conflict of interest can cause embarrassment to an employee, the Institute and the ACT Public Service even where they have acted properly. Supervisors will consider disclosures and will support employees by carefully considering whether the employees or CITs integrity would be at risk of an unresolved conflict of interest if a management strategy is not implemented.

Supervisors will determine the most appropriate management strategy taking into consideration the interests of the organisation, employee and public. Other factors to consider may include the level and duties of the employee and the nature of the conflict of interest. Conflicts that arise in the course of a meeting such as for any board, committee, or council must be discussed and a management strategy decided in the meeting, with the decision made by the members who do not have a conflict of interest. Interests that are declared, the nature of the conflict of interest and how it was managed must be minuted and retained as a record. Chairpersons of appeal panels for employment matters are not to have a conflict of interest so the responsibility to chair will rotate to the next panel member who is without conflict. If approval for a second job is granted, but there is also a potential for a perceived or actual conflict of interest, then the additional Conflict of Interest disclosure form must also be completed and assessed separately. Declaration of interests, conflict of interest, for Executive Employees In accordance with section 46 of the Public Sector Management Standards 2016, executive employees are required to submit written declarations of private interests

prior to commencement, annually and as soon as practicable whenever situations change and a declaration is required. Declarations of interests for executives must be entered on the declaration of private interests form and approved by the Chief Executive Officer. Declarations of private interests are treated as strictly confidential and are managed in accordance with the Territory Records Act 2002 and Information Privacy Act 2014 and under the CIT Privacy Policy. Executive declarations are reviewed by the Chief Executive, except the Chief Executives declaration which is reviewed by the CIT Board Chair.

<https://congviendisan.vn/vi/3play-4800-manual>