







# Chart 1: Create a New Position or Vary an Existing Position



Effective: 2 June 2008

Continuing or fixed-term position which is centrally funded

Head of School/Cost Centre will provide:





-  Request to establish a new position <http://www.une.edu.au/hrs/handbook/07/7.02a.doc>
-  or a Request to vary an established position <http://www.une.edu.au/hrs/handbook/07/7.02b.doc>
-  A justification for the position
-  A cost benefit analysis for the position [http://www.une.edu.au/hrs/cost\\_benefit\\_analysis.doc](http://www.une.edu.au/hrs/cost_benefit_analysis.doc)
-  The budget approval (within Faculties signed by the Faculty Manager) for the position or an explanation of how the costs will be offset; or the position will bring in funds to cover costs
-  General Staff Position Statement to be classified/reviewed **General** <http://www.une.edu.au/hrs/positionstatements.php>

PVC&D/Director will:


-  Approve the creation of the new position
- Report all new positions to the COO in the 3 monthly report
- Where there is no budget allocation, savings, or capability to offset costs **Recommendation from PVC&D direct to COO**  
 COO to approve

Fixed-term position which is externally or special purpose funded

Grant Holder will provide:

-  Request to establish a new position - <http://www.une.edu.au/hrs/handbook/07/7.02a.doc>
-  or a Request to vary an established position <http://www.une.edu.au/hrs/handbook/07/7.02b.doc>
-  Relevant budget information
- Any other documentation required by the School/Cost Centre
-  General Staff Position Statement to be classified/reviewed **General** <http://www.une.edu.au/hrs/positionstatements.php>

Head of School/Cost Centre will:

-  Approve the creation of the new position