

### Overview

Classification is a determination of where a position most appropriately fits within the University's General Staff levels (Higher Education Officer Level 1 to 10). It is based on the level of the tasks to be performed as described in the position statement.

Where it becomes clear to a Manager that the duties that a staff member is consistently performing are above (or below) their classified position statement, the manager should review the duties which the staff member is performing, revise the position statement and reclassify the position. The process of classification involves Managers comparing the duties of a position statement with the *UNE Enhanced Descriptors – General Staff* to determine the level of the position. Managers should construct position statements using the *proforma position statement*, *position statement template builder* and *enhanced descriptors*. These documents together with further instructions and advice are located on the Human Resources web site: <http://www.une.edu.au/hrs/positionstatements.htm>.

The Classification Process does not provide for assessment, promotion or reward of any incumbent and is not a mechanism for addressing performance issues.

### Policy

**7.12.01** Each General staff member will hold a "Position Statement" at a classification level consistent with the *UNE Enhanced Descriptors – General Staff*. The position statement should be regularly reviewed and kept up-to-date.

**7.12.02** Classification needs to occur in the following circumstances:

- When a new position is established; or
- For existing positions when:
  - a position falls vacant and the position statement is two years old or more;
  - a manager determines that the nature or level of the duties has changed sufficiently to warrant rewriting the position statement; or
  - a restructure of an area results in changes to a position statement.

**7.12.03** Any change to the classification level will be effective from the date nominated by the Head of Cost Centre (with full justification necessary for any backdating).

**7.12.04** Positions are not to be reclassified where the documented position has been classified within the previous twelve months, unless there has been substantial change in the duties and responsibilities within that period.

### **Responsibility of Head of Cost Centre**

**7.12.05** The managers should write a position statement that accurately reflects the duties required of the position using the *proforma position statement*. Online *position statement template builder* can be used to finalise the position statement.

**7.12.06** Managers should compare the final position statement with the *UNE Enhanced Descriptors – General Staff* using this comparison to indicate level.

**7.12.07** Cost Centres must be able to accommodate the classification, reclassification or broadbanning within their ongoing budgetary allocation. New position statements and consequent classification levels can only be confirmed if budget allocation permits.

**7.12.08** If the position is classified at a level that is outside of the budget allocation, (see Section **7.12.29**) the Head of Cost Centre can either:

- rewrite the position statement at a level that can be accommodated within the budget. A staff member cannot be expected to operate at a level different to that which their position is classified and remunerated for; or
- forward a proposal, including justification and cost benefit analysis, to the relevant Deputy Vice-Chancellor/Chief Operating Officer requesting budget allocation to accommodate this required higher level position.

**7.12.09** Managers should consider the impact of the final position statement within the unit and like areas of the University.

**7.12.10** Managers should consider the impact of the final classification level of the position on any incumbent staff member.

**7.12.11** Managers should ensure that consultation occurs with staff affected by any change in duties.

**7.12.12** Upon completion of 7.12.05 to 7.12.11, Managers should refer the completed documents to the Head of Cost Centre for approval prior to forwarding to Human Resource Services.

### New Positions

**7.12.13** In establishing a new position (see Section **7.02**), the Head of Cost Centre should provide Human Resource Services with:

- a Request to Establish a Position form **7.02a** (with justification or full Cost Benefit Analysis, as appropriate);
- the Position Statement/s - see Pro-Forma **7.12b** (with Position Classification Cover Sheet **7.12a**); and
- an organisational chart which includes the new position.

### Revising Existing Positions

**7.12.14** In changing the classification of one or more position statements because the nature of the duties has changed, the Head of Cost Centre should provide Human Resource Services with:

- the former (current) position statement;
- the revised/rewritten position statement - see Pro-Forma **7.12b**, (with Position Classification Cover Sheet **7.12a**);
- full Cost Benefit Analysis where the classification level has moved up and is not funded from an external source; and
- an organisational chart which includes the revised position.

### Workplace Change/Restructure

**7.12.15** Along with a copy of the “Workplace Change” document (where relevant), the Head of Cost Centre should provide HRS with:

- the former (current) position statement/s (if applicable);
- revised/rewritten position statement/s - see Pro-Forma **7.12b**, (with Position Classification Cover Sheet **7.12a**); and
- the old and new organisational charts, including the changed position/s.

### Broadbanded Positions

**7.12.16** Broadbanding involves the classification of a position across two or more General staff levels. Broadbanding can occur when a new

position is established or where a Head of Cost Centre wishes to reclassify a single level position to a broadbanded position. The process outlined in **7.12.13** should be followed.

**7.12.17** In requesting the establishment of a broadbanded position the Head of Cost Centre should provide Human Resource Services with:

- the former (current) position statement (if applicable);
- position statement/s for each specific level of the broadbanded position - see Pro-Forma **7.12b**, (with Position Classification Cover Sheet **7.12a**); and
- a copy of the relevant organisational chart, including the changed position/s.

**7.12.18** In a broadbanded position, progression to a higher level is not automatic, rather it is based upon development of the staff member's skill and expertise in the position to the standard required at the higher level, provided that this work is available. Transition to the higher level position involves the staff member adopting the higher level duties.

**7.12.19** It is the University's expectation that a staff member who is in the lower level of a broadbanded position will have reached the top step of their current level before consideration is given to progression to the higher level. However, it is possible for a Head of Cost Centre to accelerate the staff member's progression at an earlier time.

Where approval is given for a staff member to progress to the next classification level of a broadbanded position, the staff member will be placed on the first salary step of the higher level.

**7.12.20** Progression to a higher level requires the approval of both the Head of School/Manager and the relevant Head of Cost Centre.

### Where a position is reclassified upwards

**7.12.21** In looking at the classification level of a position, a distinction needs to be made between whether it is a:

- new position – i.e. the position has not existed before, in which case the new position will go to advertisement – see *General Staff – Recruitment to Advertised Position*, website <http://www.une.edu.au/hrs/generaladvertised.htm>; OR

- reclassification – i.e. the revised position statement is simply a rewriting of the former statement to take into account a higher level of responsibility or way of working in the same position.

**7.12.22** In the case of a reclassification, where an existing position is reclassified upwards, and a staff member is currently occupying the position (i.e. the position is not vacant):

- the classification level of the position will move accordingly; and
- the incumbent staff member will move with the position and be substantively placed on the higher salary level and horizon.

**7.12.23** Normally, a position will only be classified upwards one level. Human Resource Services will advise and the matter may possibly be referred to Senior Executive for determination where classification beyond one level is proposed.

**7.12.24** Where a position is reclassified to the next highest HEO level, the staff member will be placed on the first salary step of the higher level. If the staff member has twelve months or more service at the top of the previous classification range, the appointment will be to the second step of the new salary range.

**7.12.25** The date of reclassification will become the staff member's new incremental date.

### **Where a position is reclassified downwards**

**7.12.26** Where an existing position is reclassified downwards and a staff member is currently occupying the position (i.e. the position is not vacant), the classification level of the position will change; however the incumbent staff member will retain their already existing salary level and horizon for the duration of their occupancy of that position.

*[N.B. This clause does not apply where a staff member successfully applies for, or is redeployed to, a lower level position, as the result of a workplace change process.]*

**7.12.27** Upon becoming vacant, the position may then be filled at the revised lower classification level. At that time, the Cost Centre may elect to review the responsibilities and/or structure of the position to reflect any changed needs.

## **Procedures**

- 7.12.28** Heads of Cost Centres will advise Human Resource Services actions that they have determined (classification/ reclassification/ broadbanding), supported by the appropriate documentation as set out in **7.12.12-17**.
- 7.12.29** Where a Head of Cost Centre seeks to increase the level of a position beyond that which can be accommodated within the Cost Centre's budget allocation, approval should be sought from the relevant Deputy Vice-Chancellor/Chief Operating Officer. A proposal, including justification and cost benefit analysis should be provided.
- 7.12.30** Where a reclassification decision is made and results in an incumbent staff member being affected by a decision to reclassify (i.e. the position is regraded), Human Resource Services will formally write to the staff member to vary their contract, and attach the new position statement.
- 7.12.31** Heads of Cost Centres are expected to verbally and informally advise affected staff of the outcome of reclassification decisions prior to receiving the written advice from Human Resource Services.

## Further Information

Recruitment & Establishment Manager, ext. 3971

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