

# Position Establishment and Evaluation Procedure

## 1 Purpose

To ensure positions are established, documented, and evaluated in a consistent and transparent approach.

## 2 Scope

This procedure applies to all positions, excluding casual positions.

## 3 Procedure Overview

This procedure outlines the process for:

- Establishing positions at the University;
- Documenting a position description;
- Evaluating a position (classification); and
- Re-evaluating a position (reclassification).

This procedure also outlines the position classification standards as per section 15.1 of the *UniSQ Enterprise Agreement 2023 -2026*:

- Academic Employee Position Classification Standards; and
- Professional Employee Position Classification Standards.

## 4 Procedures

### 4.1 Establishing Positions

Council and the Vice-Chancellor are responsible for determining the position establishment of the University.

To create a new position, or vary an existing established position, a position description needs

to be drafted and the relevant Delegate is required to approve the establishment of, or variation to, the position. The draft position description and approval can be submitted to the People Portfolio using the approved position classification request form.

Records of the approved position establishment will be maintained by the People Portfolio.

## 4.2 Position Descriptions

All positions (excluding casual positions) must have a position description that reflects the tasks, roles and responsibilities, and complexity of the position's inherent requirements.

Position descriptions should adhere to the style and format provided by the People Portfolio.

It is the responsibility of the organisational unit to draft and keep position descriptions up to date. Classification or re-classification will be undertaken by the People Portfolio in consultation with the work area.

For Academic Employee positions, a generic position description will normally be used and is based on the minimum standards for academic levels (MSAL) in the *Higher Education Industry-Academic Staff-Award 2020*.

For Professional Employee positions, a position description is based on the classification definitions in the *Higher Education Industry-General Staff-Award 2020*.

The People Portfolio will maintain a master file of position descriptions.

## 4.3 Evaluating a position (classification)

Evaluation is the process by which the worth of a position is evaluated by comparing the content of the new position description with the relevant position classification standards.

### 4.3.1 Professional Positions

All new Professional Employee positions must have an evaluated position description, evaluated by the People Portfolio, prior to recruitment or appointment.

Upon receipt of the draft position description on the approved position classification request form and in the approved format (see section 4.1 and section 4.2 above) the People Portfolio will evaluate the position to determine the appropriate classification.

The evaluation process will determine the relevant classification based on the following classification dimensions:

- Training level

- Occupational equivalent
- Level of supervision
- Task level
- Organisational knowledge
- Judgement, independent and problem solving
- Typical activities.

All position evaluations will include appropriate benchmarking of similar positions across the University.

The classification will be approved by the Chief People Officer or nominee in consultation with the head of the organisational unit.

The People Portfolio will advise the organisational unit of the outcome, with a record of all relevant documentation being retained by the People Portfolio.

#### **4.3.2 Academic Positions**

Academic positions do not normally need to be evaluated because they align with the minimum standards for academic levels (MSAL) in the *Higher Education Industry-Academic Staff-Award 2020*.

### **4.4 Re-evaluating a position (reclassification)**

Re-evaluating (reclassification) occurs when an existing position description is revised to reflect significant changes and the evaluation of the position description determines that the position should be classified at a level other than that at which it is currently classified. Re-evaluating (reclassification) a position is not a process to be used to reward the performance of the incumbent Employee.

#### **4.4.1 Professional Positions**

The head of an organisational unit may request a review of an existing position, or a Professional Employee may request that their position is re-evaluated following completion of the annual Performance Planning and Review process.

A request to re-evaluate an existing position can be made using the approved application form.

The People Portfolio will determine if a re-evaluation is required, and the People Portfolio will determine the relevant classification based on the following classification dimensions:

- Training level
- Occupational equivalent
- Level of supervision
- Task level
- Organisational knowledge
- Judgement, independent and problem solving
- Typical activities.

All position re-evaluations will include appropriate benchmarking of similar positions across the University.

The Chief People Officer or nominee approves all position re-evaluation outcomes.

Where the re-evaluated position warrants reclassification, the People Portfolio will notify the Employee, supervisor, and head of organisational unit, and adjust the Employee's salary accordingly.

The reclassification takes effect from the date that the approved application form is received by the People Portfolio.

Where the position does not warrant a re-evaluation or if the position is re-evaluated and does not warrant a reclassification, the People Portfolio will notify the Employee, supervisor, and head of organisational unit.

A record of all relevant documentation will be retained by the People Portfolio.

#### **4.4.2 Academic Positions**

Academic positions are aligned with the minimum standards for academic levels (MSAL) in the Higher Education Industry-Academic Staff-Award 2020.

Academic Employees seeking career progression should refer to the Academic Promotion Policy.

### **4.5 Academic Employee Position Classification Standards**

Refer to [Schedule A-Minimum Standards for Academic Levels \(MSAL\)](#) in the *Higher Education Industry-Academic Staff-Award 2020*.

## 4.6 Professional Employee Position Classification Standards

Refer to [Schedule A-Classification Definitions](#) in the *Higher Education Industry-General Staff-Award 2020*.

## 4.7 Delegations

Position	Delegation
University Council	Establish or alter positions at Vice-Chancellor level.
Category 1	Establish or alter positions at Senior Executive level and professorial level E.
Category 2	<ul style="list-style-type: none"><li>• Establish or alter positions at academic levels A to D.</li><li>• Establish or alter positions at professional Employee levels 1 to 10.</li></ul>
Chief People Officer or nominee	Approve the classification or reclassification of a position.

## 5 References

Nil

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Position Establishment and Evaluation Policy</a>
<b>Subordinate Schedules</b>	

<b>Approved Date</b>	15/4/2024
<b>Effective Date</b>	15/4/2024
<b>Review Date</b>	15/4/2029
<b>Relevant Legislation</b>	<a href="#">Enterprise Agreement</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>
	<a href="#">Employee</a>  A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.
	<a href="#">University</a>  The term 'University' or 'UniSQ' means the University of Southern Queensland.
	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	Position establishment, position description, classification, reclassification, job evaluation
<b>Record No</b>	13/397PL