

Position Descriptions and Position Classification Standards Procedure



1 Purpose

To provide all Employees with a clear understanding of position requirements and a general indication of the knowledge, skills and responsibilities at each classification level.

2 Scope

This Procedure applies to all positions.

3 Procedure Overview

This Procedure details the position requirements at each classification level.

4 Procedures

4.1 Format

Position descriptions will follow a common general format to ensure uniformity, ease of job evaluation and to assist in recruitment, selection, Employee development and performance management activities.

An Employee must not refuse to perform duties reasonably required by the University, consistent with the Employee's classification, and constituting duties which the Employee is competent to perform.

Position descriptions are drafted in faculties or sections and forwarded to Human Resources for editing. Once a position description has been edited by Human Resources it will be returned to the faculty/section for confirmation by the Category 4 Delegate or nominee.

4.2 Academic positions

For Academic Levels A to E generic position descriptions will normally be used, and may be supplemented by additional documentation. A specific position description can be prepared and must be in line with the generic position description.

Position classification standards (PCS) for Academic Employees can be found in the Academic Employee Position Classification Standards Schedule. The PCS (effective 16 September 2014) cover all Employee positions classified at Academic Level A, B, C, D or E. The work of positions within this group involves the application of an appropriate level of skill, knowledge and

experience necessary to undertake the role and function of teaching or training. The range and level of function undertaken will vary between levels according to the degree of skill, responsibility and knowledge involved.

4.3 Professional Employee positions

When a professional Employee position is to be filled or reviewed, in cases where a generic position description is not available, the position description will be developed by the department.

Position classification standards (PCS) for Professional Employees can be found in the Professional Employee Classification Standards Schedule. The PCS (effective 16 September 2014) provide an indication of the appropriate level of skill, knowledge and experience necessary to undertake general positions at each classification Level 1 to 10. The PCS include a list of typical activities and tasks undertaken at each level.

4.4 English Language Teaching Employee positions

Position classification standards (PCS) for English Language Teaching Employees can be found in the English Language Teaching Employee Position Classification Standards Schedule. The PCS (effective 16 September 2014) provide an indication of the appropriate level of skill, knowledge and experience necessary to undertake positions at each classification Level A and B. The PCS include a list of principal accountabilities and indicative duties undertaken at each level.

4.5 Records

Human Resources will maintain a master file of position descriptions.

The Category 4 Delegate or above is accountable for ensuring that position descriptions in their area of responsibility are current and accurate. When any aspect of a position has changed significantly, the position description should be amended and forwarded to Human Resources.

Employees are entitled to have access to the most recent copy of the approved position description for their position.

5 Delegated Responsibilities

Approver	Level of Delegation
Category 4 Delegate or above	Ensure that position descriptions are current and accurate

6 References

Nil.

7 Schedules

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

8 Procedure Information

Subordinate Schedules	Academic Employee Position Classification Standards Schedule English Language Teaching Employee Position Descriptions and Classification Standards Schedule Professional Employee Position Classification Standards Schedule
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement
Related Policies	Salaries, Classifications and Entitlements Policy
Related Procedures	Position Establishment and Classification Procedure Professional Employee Position Progression Procedure Recruitment and Selection Procedure
Related forms, publications and websites	Human Resources Website
Definitions	Terms defined in the Definitions Dictionary Employee A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and

	<p>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.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p>
	<p>Definitions that relate to this procedure only</p>
<p>Keywords</p>	<p>Position description, classification, job evaluation, position level, pcs</p>
<p>Record No</p>	<p>13/395PL</p>