

# Position Establishment and Classification Procedure



## 1 Purpose

To manage the approval for, and establishment of, Continuing and Fixed-Term Positions of more than six months within the University, and to outline the classification process for professional Employee positions.

## 2 Scope

This Procedure applies to all Continuing and Fixed-Term Positions of more than six months and senior positions at the University.

## 3 Procedure Overview

This Procedure details the process for establishing positions at the University.

## 4 Procedures

### 4.1 Establishment planning and review

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

Application for a review of a position classification may be initiated on an as needs basis by either the Delegate or the incumbent of the established position.

### 4.2 Position classification

A position description should be developed directly by the employing department and forwarded to the People Portfolio who will undertake a job evaluation.

The classification will be approved by the Chief People Officer in consultation with the Delegate.

### 4.3 Vacant positions

When recruitment action is required for an established position, a Request to Advertise and Business Case must be prepared by the Delegate and forwarded electronically with a draft position description and advertisement to the People Portfolio.

## 4.4 New or altered positions

To create a new established position, or vary an existing established position, a Request to Advertise and Business Case should be progressed, once complete, to the Delegate for approval and forwarded electronically with a draft position description and advertisement to the People Portfolio.

## 4.5 Position descriptions and job evaluation

For new academic Employee positions, a generic position description is used and modified to individual circumstances. Refer to the Position Descriptions and Position Classification Standards Procedure, for more Information.

For new or altered professional Employee positions, a position description must be developed in cases where generic position descriptions are not available. The faculty or section must prepare the position description in draft and forward it to the People Portfolio so that a job evaluation can be undertaken. The classification of the position will be assessed using a points factor evaluation system. The classification level of professional Employee positions will be consistent with the requirements of the Position Classification Standards referred to in the USQ Enterprise Agreement and commensurate with the work required to be performed.

Work areas requiring an evaluation of altered positions must provide supporting documentation to the People Portfolio.

## 4.6 Records

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

## 5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Establish or alter positions at Contracted Senior Executive level and professorial level E.
Category 2 Delegate or above	Establish or alter positions at Academic Levels A to D.  Establish or alter positions at professional Employee levels 1 to 10.
Chief People Officer	Approve classification outcome for new/vacant positions in consultation with Category 4 Delegate.

## 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

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Recruitment, Selection and Appointment Policy
<b>Subordinate Schedules</b>	<a href="#">Academic Employee Position Classification Standards Schedule</a> <a href="#">English Language Teaching Employee Position Descriptions and Classification Standards Schedule</a> <a href="#">Professional Employee Position Classification Standards Schedule</a>
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	<a href="#">USQ Enterprise Agreement</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Appointments: Continuing Procedure</a> <a href="#">Appointments: Senior Positions Procedure</a> <a href="#">Position Descriptions and Position Classification Standards Procedure</a> <a href="#">Recruitment and Selection Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">People Portfolio Website</a> <a href="#">Request to Advertise and Business Case</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>

[Delegate \(noun\)](#)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ 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.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[USQ Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2018-2021.

**Definitions that relate to this procedure only**

**Continuing Position**

A continuing position is for an indefinite period, subject to the University's retirement, termination, change and redundancy provisions.

**Fixed-Term Position of more than six months**

A fixed-term position of more than six months is a specified term or ascertainable period subject to the termination, change and redundancy provisions.

**Keywords**

Position establishment, new position, altered position, job evaluation, vacant position, classification

**Record No**

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