

# Human Resources Delegations Schedule



## 1 Purpose

To enable the efficient and effective operation of the University by providing necessary and appropriate Human Resources Delegation to officers to enable them to discharge their responsibilities.

## 2 Scope

This schedule must be read in conjunction with the Delegations Policy and is subordinate to it.

This schedule applies to all Human Resources activities at the University which require approval by the Delegate prior to action and implementation.

Human Resources Delegations are allocated to a 'position' in the University organisational structure and not an 'individual'. As such, any individual occupying the delegated position (in either a continuing, acting or fixed-term capacity) automatically assumes the Delegations for the period they are undertaking the role.

Human Resources Delegations are approved by the Executive Director (Human Resources).

## 3 Schedule

### 3.1 Categories of delegation

Human Resources Delegations operate in a matrix which establishes five categories of Delegation. Each category of Delegation is assigned certain authorities and responsibilities for various Human Resources activities.

Category of Authority	Definition	Delegated Position
<b>Category 1</b>	Highest ranking position in charge of management of the University.	Vice-Chancellor
<b>Category 2</b>	Senior executive positions with authority and responsibility for leading and representing a major function of the University, normally including members of the Vice-Chancellor's Executive	Deputy Vice-Chancellors; Executive Deans; Pro Vice-Chancellors.

	Committee.	
<b>Category 3</b>	Senior leadership positions responsible for leading one or more large sections or departments at the University.	<p><b>Academic</b></p> <p>Heads of School;</p> <p>Faculty Executive Managers;</p> <p>Executive Directors;</p> <p>Director (Advancement of Learning and Teaching);</p> <p>Director (Library Services);</p> <p>Director (Open Access College).</p> <p><b>Research and Innovation</b></p> <p>Executive Directors;</p> <p>Dean, Graduate Research School.</p> <p><b>Enterprise Services</b></p> <p>Chief Financial Officer;</p> <p>Executive Directors.</p>
<b>Category 4</b>	Leadership positions responsible for leading (solely or jointly) one small-medium organisational unit at the University.	<p><b>Academic</b></p> <p>Head (College of Indigenous Studies, Education and Research);</p> <p>Chief Executive Officer (QCWT);</p> <p>Director (Digital Life Lab);</p> <p>Director (Student and Academic Support);</p> <p>Director (Student Engagement and Leadership).</p> <p><b>Vice-Chancellor</b></p>

	<p>University Secretary;</p> <p>Director (Office of Vice-Chancellor);</p> <p>Director (Corporate Communications);</p> <p>Director, Alumni and Advancement;</p> <p>Director, Stakeholder Engagement.</p> <p><b>Research and Innovation</b></p> <p>Director (Office of Research);</p> <p>Director (Office of Research Development);</p> <p>Directors (USQ Research Centres).</p> <p><b>Enterprise Services</b></p> <p>Director (Legal Services);</p> <p>Directors (Human Resources);</p> <p>Directors (ICT Services);</p> <p>Director (Assurance Services);</p> <p>Directors/ Associate Directors and Managers (Campus Services);</p> <p>Manager (Corporate Records);</p> <p>Director (Financial Reporting and Budgets);</p> <p>Associate Director (Finance).</p>
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In addition to the Delegates in the table above, approval has also been granted for certain positions at the University to operate with limited Human Resources Delegations to ensure

appropriate continuity of service and operational expediency where appropriate. Requests for limited Delegation must be made and approved in accordance with the Guide for Limited Human Resources Delegations.

In parallel with specified Delegate categories, Supervisors also have a range of responsibilities for Human Resources activities for their direct reports. These responsibilities are contained within the specific Policy and Procedure.

## 3.2 Delegated activities and authorities

All Delegations outlined in this schedule are to be interpreted as the minimum level of Delegation required to undertake an action (e.g. all Delegations listed for a Category 4 Delegate, should be interpreted as 'Category 4 Delegate or above').

Where the Human Resources activity being undertaken involves a Close Relative of the relevant Delegate or represents an actual or perceived Conflict of Interest, approval must be gained from the Delegate in the next Delegation category.

### 3.2.1 Recruitment, selection and appointment

Policy and Procedure	University Council	Category 1	Category 2	Category 3	Category 4
Appointments: Acting		<p>Approve acting appointments for Deputy Vice-Chancellors.</p> <p>Approve acting appointment as Vice-Chancellor (in consultation with the Chancellor for periods in excess of 1 month).</p>	Approve acting Senior Appointments (excluding University Senior Executive Appointments).	Approve acting appointments more than 6 months at academic level E and professional levels 9 to 10.	<p>Approve acting appointments of more than 6 months at academic levels A to D and professional Employee levels 1 to 8.</p> <p>Approve acting appointments of 6 months or less at academic levels A to E and Professional Levels 1 to 10.</p>
Appointments: Casual				<p><b>Executive Director (Human Resources)</b> Approve a casual hourly academic rate of pay for Employees undertaking work activities not covered in the EBA Casual Academic Salaries Schedule.</p>	<p>Approval of all casual appointments.</p> <p>Approval allowing Employees currently employed on a full-time basis to undertake additional casual employment.</p>
Appointments: Continuing	Approve recruitment action for, and appointment to, the position of Vice-Chancellor.	Approve recruitment action for, and appointment to, positions at senior executive level.	Approve recruitment action for, and appointments to, all positions at academic levels A to D.	Approve appointments to all positions at professional Employee levels 1 to 10.	

			<p>Approve recruitment action for all positions at professional Employee levels 1 to 10.</p> <p><b>Deputy Vice-Chancellors</b> Approve recruitment action for, and appointments to, positions at academic level E.</p>	<p><b>Executive Director (Human Resources)</b> Make all formal offers of appointment for all positions at the University.</p>	
Appointments: Continuing (Contingent Funded)		Approve recruitment action for, and appointment to, continuing (contingent funded) positions at senior executive level.	<p>Approve recruitment action for, and appointments to, all continuing (contingent funded) positions at academic levels A to D.</p> <p>Approve recruitment action for all continuing (contingent funded) positions at professional Employee Levels 1 to 10.</p> <p>Approve internal funds to support the continuation of a continuing (contingent funded) appointment.</p> <p><b>Deputy Vice-Chancellors</b> Approve recruitment action for, and appointments to, continuing (contingent funded) positions at academic level E.</p>	<p>Approve appointments to all continuing (contingent funded) positions at professional Employee levels 1 to 10.</p> <p><b>Executive Director (Human Resources)</b> Make all formal offers of appointment for all positions at the University.</p>	
Appointments: Fixed-term	Approve recruitment action for, and fixed-term appointment to, the position of Vice-Chancellor.	Approve recruitment action for, and fixed-term appointment to, positions at senior executive level.	<p>Approve recruitment action for all fixed-term academic positions, and appointments to fixed-term positions of more than 6 months at academic levels A to E.</p> <p>Approve conversion of a fixed-term Employee to a continuing appointment.</p>	<p>Approve recruitment action for, and appointments to, fixed-term positions of more than 6 months at professional Employee levels 1 to 10.</p> <p>Approve appointments to all fixed-term positions for 6 months or less at academic levels A to E, and professional Employee levels 9 to 10.</p>	Approve appointments to all fixed-term positions for 6 months or less at professional Employee Levels 1-8.

Appointments: Visiting, Honorary, and Adjunct				Approval to appoint.	Recommendation to appoint.
Appointments: Internal Transfer or Secondment  <i>(Secondments within the University for a fixed period - at any level)</i>					Approval of secondment (for a fixed period) remaining within the faculty/section.  Approval for secondment (for a fixed period) outside the faculty/section and gaining agreement from Delegate for substantive position.
Appointments: Internal Transfer or Secondment  <i>(Internal Transfer on a permanent basis - at any level)</i>		Approval of permanent internal transfers for senior appointees.		Approval of permanent internal transfer for Employees at professional levels 1 - 10, and academic l evels A to E inside or outside the substantive faculty/section.	Recommendation for permanent internal transfer inside or outside faculty/section and gaining agreement from Delegate for substantive position.
Appointments: Probationary	Confirm appointment or terminate appointment during probation for Vice-Chancellor.	Confirm appointment for all positions at Senior Executive level and above, including Deputy Vice-Chancellors.  Terminate appointment during probation for all Employees at all levels on recommendation of Delegate.	Confirm appointment for all positions at a cademic levels A to E.  Recommend termination during probation for positions at academic levels A to E.	<b>Executive Director (Human Resources)</b>  Confirm professional Employee appointments USQ l evels 1 to 10 on receipt of final review.	Completion of final review before expiry date.  Recommendation to confirm or terminate appointments during probation at USQ l evels 1 to 10.
Appointments: Senior Positions	Approve appointment and re-appointment as Vice- Chancellor.	Approve appointment and re-appointment to Deputy Vice- Chancellors, Executive Deans, Contracted Senior Executives, and other nominated Senior A ppointments.	<b>Deputy Vice- Chancellor (Academic)</b>  Approve appointment and re-appointment to Heads of School.		
Appointments: Sponsored Chairs		Approve recruitment action for, and appointments to, all sponsored chair positions.			
Financial Assistance Upon Appointment					Approval of claims for financial assistance.

Position Classification				<b>Executive Director (Human Resources)</b> Approve classification outcomes in consultation with the Delegate for new/vacant positions.	
Professional Employee Position Progression			Recommend, or otherwise, advancement to the next classification level, and approve funding.		
Position Descriptions and Position Classification Standards					Ensure that position descriptions are current and accurate.
Position Establishment	Establish or alter positions at Vice-Chancellor level.	Establish or alter positions at Senior Executive level and professorial level E.	Establish or alter positions at academic levels A to D.  Establish or alter positions at professional Employee levels 1 to 10.		
Recognition of Prior Service				<b>Executive Director (Human Resources)</b> Approval.	
Recruitment and Selection	Approve recruitment action for, and appointment to, the position of Vice-Chancellor.	Approve recruitment action for, and appointment to, all positions at Senior Executive level, excluding Heads of School.  In exceptional circumstances, appoint an individual to any position without advertisement or competitive selection.	Approve recruitment action for, and appointments to, all positions at academic levels A to D.  Approve recruitment action for all positions at professional Employee levels 9 to 10.  <b>Deputy Vice-Chancellors</b> Approve recruitment action for, and appointment to, positions at academic level E and Heads of School.	Approve appointments to all positions at professional Employee levels 1 to 8.	

### 3.2.2 Employment conditions, salaries and benefits

Policy and Procedure	University Council	Category 1	Category 2	Category 3	Category 4
Attraction and Retention Loadings				Approval of loading.	Recommendation for loadings.
Disciplinary Action for Misconduct or Serious Misconduct		Decision (after considering the Misconduct Investigation report).		<b>Executive Director (Human Resources)</b> Ensure matter proceeds in accordance with other relevant policies and timeframes and provide procedure and process recommendations to the Vice-Chancellor.	
Flexible Working Arrangements					Approve requests for flexible work arrangements.  Approve requests for working from another location.
Leave of Absence			Supervisory level approvals via Employee Self Service, plus  <ul style="list-style-type: none"> <li>• Leave without Pay for more than 6 months (up to 2 years).</li> </ul>	Approval or otherwise of Special Leave.	Supervisory level approvals via Employee Self Service, plus  <ul style="list-style-type: none"> <li>• Parental Leave (plus special conditions relating to Parental (Maternity) leave;</li> <li>• Leave without Pay for more than 4 weeks (up to 6 months);</li> <li>• Workers Compensation.</li> </ul>
Outside Employment				<b>Executive Director (Human Resources)</b> Review Decisions.	Approval or otherwise of applications.
Principles of Academic Employee Contactability and					Ensure on-campus availability of academic



Availability					Employees.
Professional Development Leave				Approval of PDL.	Recommendation of PDL.
Termination of Employment	Terminate appointment of Vice-Chancellor.	Terminate appointment of all University Employees at all levels on recommendation of Delegate.	Recommendation to terminate appointments at academic levels A to E.	<b>Executive Director (Human Resources)</b> Terminate employment of casual Employees.	Recommendation to terminate appointments at USQ Levels 1 to 10.
Travel		Approve travel to high-risk countries.  Self-approval of domestic travel.	Approve upgrade of travel class.  Approve variations or exceptional circumstances for travel.  Self-approval of domestic travel.	Assessment and approval of international travel.  Approval of intercampus transport arrangements other than the regularly scheduled University transport service.  Approval of airport lounge memberships for persons other than the Chancellor, Deputy Chancellor, Vice-Chancellor, and contracted senior executive Employees.	Assessment and approval of domestic travel.
Voluntary Severance, Redundancy and Redeployment		Final approval of redundancy action.		<b>Executive Director (Human Resources)</b> Manage the redundancy and redeployment process and provide procedure and process recommendations to the Vice-Chancellor.	
Work Allocation			Approve Divisional Academic Work Allocation Model.		Approve individual work allocation for academic Employees.
Working from Another Location				Approve international working arrangement.	Approve work from another location within Australia.
Working Hours, Overtime & Shift Work: Professional Employees					Approval of working hours, overtime, shiftwork and allowances.
Working with Children		Terminate appointment of Employees issued with a negative suitability notice.			

### 3.2.3 Performance, development and recognition

Policy and Procedure	University Council	Category 1	Category 2	Category 3	Category 4
Academic Development and Outside Studies Program			Approval of Academic Development and Outside Studies Program, via Committee.		
Employee Exchange			Approval of exchange.		Recommend exchange.
Employee Induction and Onboarding					Ensure completion of all mandatory University inductions, and work unit inductions.
Employee Recognition and Reward		Approval of all excellence award recipients.  Determination of financial grant associated with Employee excellence awards.	Administration of financial grant associated with expenditure of excellence awards.	<b>Executive Director (Human Resources)</b> Overall coordination of recognition and reward program.  Identification of service periods for Employees.	Approval of non-cash personal gifts and small incentives to the value of less than \$300 (inclusive of GST).
Improving and Managing Unsatisfactory Performance		Decision (upon consideration of Unsatisfactory Performance Review Committee report).		<b>Executive Director (Human Resources)</b> Ensure matter proceeds in accordance with other relevant policies and timeframes and provide procedure and process recommendations to the Vice-Chancellor.	
Performance Planning and Review	Ensure performance planning and review for the Vice-Chancellor occurs and is finalised annually.	Ensure performance planning and review for direct reports occurs and is finalised annually.		Approve accelerated and additional incremental increases.  <b>Executive Director (Human Resources)</b> Designation of alternative Supervisor, in consultation with Category 3 Delegate.  <b>Executive Director (Human Resources)</b> Determine whether an incremental increase should be received by	

				an Employee whose overall performance is assessed to be unsatisfactory or needs improvement.	
Promotion to Level B for Academic Employees			Approval of promotion outcomes.	Endorsement or otherwise of promotion to Level B.	Recommend or otherwise promotion to Level B.
Promotion to Level C for Academic Employees		Approval of promotion outcomes.			
Study Assistance				<b>Executive Director (Human Resources)</b> Approval of study assistance applications for study undertaken at an institution other than the University.	Approval of study assistance applications for study undertaken at the University.

### 3.2.4 Equity and diversity

Policy and Procedure	University Council	Category 1	Category 2	Category 3	Category 4
Aboriginal and Torres Strait Islander Employment				<b>Executive Director (Human Resources)</b> Development and implementation of the strategy.	
Discrimination, Bullying and Harassment Complaints Against Employees		Decision as to whether or not to commence disciplinary action.		<b>Executive Director (Human Resources)</b> Ensure matters proceed in accordance with other relevant policies and timeframes; and provide procedure and process recommendations to the Vice-Chancellor.	
Employee Grievances				<b>Executive Director (Human Resources)</b> Arrange mediation. At mediation level, ensure matter proceeds in accordance with the stated timeframes.	At facilitation level, ensure matter proceeds in accordance with the stated timeframes.
Employees with a Disability					Approval of funding for Reasonable Adjustments, within delegated financial limits.

Prevention of Discrimination, Bullying and Harassment		Decision as to whether or not to commence disciplinary action.	<b>Pro Vice-Chancellor (Student Services)</b> Ensure student related matters proceed in accordance with other relevant policies and timeframes; and provide procedure and process recommendations to the Vice-Chancellor.	<b>Executive Director (Human Resources)</b> Ensure Employee related matters proceed in accordance with other relevant policies and timeframes; and provide procedure and process recommendations to the Vice-Chancellor.	
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### 3.2.5 Health, safety and wellbeing

Policy and Procedure	University Council	Category 1	Category 2	Category 3	Category 4
Children on Campus					Approval or otherwise of children on campus.

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Enterprise Services)
<b>Responsible Officer</b>	Deputy Vice-Chancellor (Enterprise Services)
<b>Policy Type</b>	Governance Policy
<b>Approved Date</b>	27/9/2019
<b>Effective Date</b>	27/9/2019
<b>Review Date</b>	17/4/2022
<b>Relevant Legislation</b>	
<b>Related Policies</b>	<a href="#">Delegations Policy</a>
<b>Related Procedures</b>	<a href="#">Employee Conflict of Interest Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Guide for Limited Human Resources Delegations</a>

## Definitions

## Terms defined in the Definitions Dictionary

### [Close Relative](#)

Close relatives for this purpose are spouse/partner, parent, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, stepfather, stepmother, stepsister, stepbrother, half-sister, half-brother, grandparent, granddaughter, grandson, son-in-law, daughter-in-law, any other person approved by the Vice-Chancellor or delegated officer.

### [Conflict of Interest](#)

If a University Member has an interest that conflicts or may conflict with the discharge of the University Member's duties the University Member should Declare the nature of the interest and the conflict to the University Member's Supervisor as soon as practicable after the relevant facts come to the University Member's knowledge and must not take action or further action relating to a matter that is or may be affected by the conflict until authorised. An Executive Leader may direct a University Member to resolve a conflict or possible conflict between an interest of the University Member and the University Member's duties. A reference to an interest or to a Conflict of Interest is a reference to those matters within their ordinary meaning under the general law, and, in relation to an interest, the definition in the Acts Interpretation Act 1954, Schedule 1, does not apply. A Conflict of Interest will arise when a University Member's Private Interests conflict with their duty to the University or to serve the public interest as a University Member. The risk of having a conflict of interest increases where a University Member's responsibilities include the authority to make decisions. A conflict of interest may be potential, perceived or actual - when a University Member is in a role where future decision making may be influenced by their Private Interests if a certain condition is fulfilled, they have a potential conflict of interest; a perceived conflict of interest arises where it appears that decisions a University Member make in the course of their University employment may be influenced by their Private Interests, whether or not this is in fact the case; an actual conflict of interest exists where a University Member's actions could be unduly, improperly or excessively influenced by their Private Interests. Serious misconduct can occur when a conflict of interest is concealed, understated, mismanaged or abused.

### [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.

## Delegation

A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University.

## 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.

## Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

## 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.

## **Definitions that relate to this schedule only**

### **Contracted Executive Appointments**

Appointments to positions which typically report directly to a Divisional Head or Council appointed member of the University Senior Executive, and have significant department or section management responsibility. Positions typically hold Human Resources Category 2 or 3 Delegation. Such appointments include roles such as Executive Dean, Pro Vice-Chancellor and Executive Director.

### **Senior Appointments**

Appointments to positions which typically report to a Contracted Executive within a Division, however may also report directly to a Divisional Head or Council appointed member of the University Senior Executive. Positions typically hold Human Resources Category 3 or 4 Delegation. Such appointments include roles such as Directors,

	<p>Heads or Executive Managers. Other positions may be included with the approval of the Vice-Chancellor.</p> <p><b>Supervisor</b></p> <p>Any person responsible for leading the activities of others. In the context of this procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p> <p><b>University Senior Executive Appointments</b></p> <p>Appointments to those positions appointed and/or approved by University Council. Such appointments include the Vice-Chancellor and Deputy Vice-Chancellors. Positions typically hold Human Resources Category 1 or 2 Delegation and normally operate as Divisional Heads.</p>
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