

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 Chief People Officer.

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 People Portfolio activities.

Category of Authority	Definition	Delegated Position
Category 1	Highest ranking position in charge of management of the University.	Vice-Chancellor
Category 2	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	Provost; Deputy Vice-Chancellors; Pro Vice-Chancellors.

	Committee.	
Category 3	Senior leadership positions responsible for leading one or more large sections or departments at the University.	<p>Academic</p> <p>Heads of School;</p> <p>Faculty Executive Managers;</p> <p>Executive Directors;</p> <p>Director (Library Services);</p> <p>Director (USQ College);</p> <p>Head (College of Indigenous Studies, Education and Research);</p> <p>Dean (Academic Transformation);</p> <p>Director (Student and Academic Support).</p> <p>Research and Innovation</p> <p>Executive Directors;</p> <p>Dean, Graduate Research School;</p> <p>Director (Office of Research).</p> <p>Enterprise Services</p> <p>Chief Financial Officer;</p> <p>Chief People Officer;</p> <p>Executive Directors;</p> <p>Director (Facilities Management and Operations);</p> <p>Director (Safety, Security and Sustainability).</p>
Category 4	Leadership positions responsible for leading (solely	Academic

or jointly) one small-medium organisational unit at the University.

Chief Executive Officer (QCWT);

Interim Director (Student Success and Wellbeing);

Director (Student Life);

Deputy Director (English Language);

Deputy Director (Pathways);

Director (Academic Plan Technologies Portfolio).

Vice-Chancellor

University Secretary;

Director (Office of Vice-Chancellor);

Executive Director (Marketing, Media and Communications);

Director (Alumni);

Director (Development);

Director (Stakeholder Engagement);

Director (International Marketing, Admissions and Business Development);

Director (International Relations and Global Partnerships);

Director (First Nations Education and Research).

Research and Innovation

Directors (USQ Research Centres).

		<p>Enterprise Services</p> <p>General Counsel;</p> <p>Directors (People Portfolio);</p> <p>Directors (ICT Services);</p> <p>Director (Assurance Services);</p> <p>Associate Directors and Managers (Facilities Management);</p> <p>Manager (Enterprise Information Management Services);</p> <p>Director (Business Advisory) and Deputy Chief Financial Officer;</p> <p>Director (Financial Services);</p> <p>Director (Business Services);</p> <p>Director (Planning and Performance Support Services).</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 Guidelines for Limited Human Resources Delegations.

In parallel with specified Delegate categories, Supervisors also have a range of responsibilities for People Portfolio 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 People Portfolio 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 Provost, 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, with appropriate reporting to Category 2 Delegate.	<p>Approve acting appointments of more than 6 months at academic levels A to D and professional Employee levels 1 to 8, with appropriate reporting to Category 2 Delegate.</p> <p>Approve acting appointments of 6 months or less at academic levels A to E and Professional Levels 1 to 10, with appropriate reporting to Category 2 Delegate.</p>
Appointments: Casual			<p>Approval of all casual appointments.</p> <p>Approval allowing Employees currently employed on a full-time basis to undertake additional casual employment.</p>	<p>Chief People Officer 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.	<p>Approve recruitment action for, and appointments to, all positions at academic levels A to D.</p> <p>Approve recruitment action for all positions at professional Employee levels 1 to 10.</p> <p>Provost, Deputy Vice-Chancellors Approve recruitment action for, and appointments to, positions at academic level E.</p>	<p>Chief People Officer Make all formal offers of appointment for all positions at the University.</p>	

			Approve appointments to all positions at professional Employee levels 1 to 10.		
Appointments: Contingent Funded		Approve recruitment action for, and appointment to, contingent funded positions at senior executive level.	Approve recruitment action for, and appointments to, all contingent funded positions at academic levels A to D. Approve recruitment action for all contingent funded positions at professional Employee Levels 1 to 10. Approve internal funds to support the continuation of a contingent funded appointment. Provost, Deputy Vice-Chancellors Approve recruitment action for, and appointments to, contingent funded positions at academic level E. Approve appointments to all contingent funded positions at professional Employee levels 1 to 10.	Chief People Officer Make all formal offers of appointment for all positions at the University.	
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.	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. Approve conversion of a fixed-term Employee to a continuing appointment. Approve recruitment action for, and appointments to, fixed-		

			<p>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> <p>Approve appointments to all fixed-term positions for 6 months or less at professional Employee Levels 1-8.</p>		
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>			<p>Approval of secondment (for a fixed period) remaining within the faculty/section.</p> <p>Approval for secondment (for a fixed period) outside the faculty/section and gaining agreement from Delegate for substantive position.</p>		
Appointments: Internal Transfer or Secondment <i>(Internal Transfer on a permanent basis - at any level)</i>		Approval of permanent internal transfers for senior appointees.	<p>Approval of permanent internal transfer for Employees at professional levels 1 - 10, and academic levels A to E inside or outside the substantive faculty/section.</p> <p>Recommendation for permanent internal transfer inside or outside faculty/section and gaining agreement from Delegate for substantive position.</p>		
Appointments: Probationary	Confirm appointment or terminate appointment during probation for	Confirm appointment for all positions at Senior Executive level and above, including	Confirm appointment for all positions at a cademic levels A to E.	Chief People Officer Confirm professional Employee	Completion of final review before expiry date.

	Vice-Chancellor.	Provost, Deputy Vice-Chancellors. Terminate appointment during probation for all Employees at all levels on recommendation of Delegate.	Recommend termination during probation for positions at academic levels A to E.	appointments USQ I levels 1 to 10 on receipt of final review.	Recommendation to confirm or terminate appointments during probation at USQ I levels 1 to 10.
Appointments: Senior Positions	Approve appointment and re-appointment as Vice-Chancellor.	Approve appointment and re-appointment to Provost, Deputy Vice-Chancellors, Contracted Senior Executives, and other nominated Senior A appointments.	Deputy Vice-Chancellor (Academic Affairs) 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				Chief People Officer 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				Chief People Officer Approval.	

Recruitment and Selection	Approve recruitment action for, and appointment to, the position of Vice-Chancellor.	<p>Approve recruitment action for, and appointment to, all positions at Senior Executive level, excluding Heads of School.</p> <p>In exceptional circumstances, appoint an individual to any position without advertisement or competitive selection.</p>	<p>Approve recruitment action for, and appointments to, all positions at academic levels A to D.</p> <p>Approve recruitment action for all positions at professional Employee levels 9 to 10.</p> <p>Provost, Deputy Vice-Chancellors Approve recruitment action for, and appointment to, positions at academic level E and Heads of School.</p> <p>Approve appointments to all positions at professional Employee levels 1 to 8. Provide a copy of approval to relevant DVC prior to Recruitment Review Committee.</p>		
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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 loadings, with appropriate reporting to Category 2 Delegate.	Recommendation for loadings.
Disciplinary Action for Misconduct or Serious Misconduct		Decision (after considering the Misconduct Investigation report).		Chief People Officer 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	Approval or otherwise of Special Leave.	Supervisory level approvals via Employee Self

			Service, plus <ul style="list-style-type: none"> • Leave without Pay for more than 6 months (up to 2 years). 		Service, plus <ul style="list-style-type: none"> • Parental Leave (plus special conditions relating to Parental (Maternity) leave; • Leave without Pay for more than 4 weeks (up to 6 months); • Workers Compensation.
Outside Employment				Chief People Officer Review Decisions.	Approval or otherwise of applications.
Principles of Academic Employee Contactability and Availability					Ensure on-campus availability of academic 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.	Chief People Officer 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	Assessment and approval of domestic travel.

				contracted senior executive Employees.	
Voluntary Severance, Redundancy and Redeployment		Final approval of redundancy action.		Chief People Officer 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, overtime, shiftwork and allowances.		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 Professional Development Program			Approval of Academic Professional Development 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	Administration of financial grant associated with expenditure of excellence awards.	Chief People Officer Overall coordination of recognition and reward program.	Approval of non-cash personal gifts and small incentives to the value of less than \$300 (inclusive of

		financial grant associated with Employee excellence awards.		Identification of service periods for Employees.	GST).
Improving and Managing Unsatisfactory Performance		Decision (upon consideration of Unsatisfactory Performance Review Committee report).		Chief People Officer 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. Chief People Officer Designation of alternative Supervisor, in consultation with Category 3 Delegate. Chief People Officer 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			Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation) - Approval of promotion outcomes.		Head of Organisational Unit or above - Recommend or otherwise promotion to Level B.
Promotion to Level C for Academic Employees		Approval of promotion outcomes.			
Study Assistance				Chief People Officer 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				Chief People Officer Development and implementation of the strategy.	
Discrimination, Bullying and Harassment Complaints Against Employees		Decision as to whether or not to commence disciplinary action.		Chief People Officer Ensure matters proceed in accordance with other relevant policies and timeframes; and provide procedure and process recommendations to the Vice-Chancellor.	
Employee Grievances				Chief People Officer 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.
Prevention of Discrimination, Bullying and Harassment		Decision as to whether or not to commence disciplinary action.	Provost Ensure student related matters proceed in accordance with other relevant policies and timeframes; and provide procedure and process recommendations to the Vice-Chancellor.	Chief People Officer Ensure Employee related matters proceed in accordance with other relevant policies and timeframes; and provide procedure and process recommendations to the Vice-Chancellor.	
Workplace Adjustments				Chief People Officer Approve the use of central University funding for Workplace Adjustments.	

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

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's [Policy and Procedure Library](#).

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Enterprise Services)
Responsible Officer	Deputy Vice-Chancellor (Enterprise Services)
Policy Type	Governance Policy
Policy Suite	Delegations Policy
Approved Date	31/3/2022
Effective Date	31/3/2022
Review Date	24/3/2023
Relevant Legislation	
Related Policies	
Related Procedures	Employee Conflict of Interest Procedure
Related forms, publications and websites	Guidelines for Limited HR Delegations
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 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, Heads or Executive Managers. Other positions may be included with the approval of the Vice-Chancellor.

Supervisor

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.

University Senior Executive Appointments

Appointments to those positions appointed and/or approved by University Council. Such appointments include the Vice-Chancellor, Provost and Deputy Vice-Chancellors. Positions typically hold Human Resources Category 1 or 2 Delegation and normally operate as Divisional Heads.

Keywords

Human Resources Delegations, Delegations, authorities, approvals

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