



# Job Design and Evaluation procedure

## Section 1 - Preamble

(1) This Procedure was approved by the Vice-Chancellor on 28 August 2007 and incorporates all amendments to 4 October 2016.

(2) This Procedure is pursuant to the [Workforce Design and Planning policy](#) and the [Deakin University Enterprise Agreement \(2013\)](#).

## Section 2 - Purpose

(3) This Procedure documents the requirements for job design and evaluation of position descriptions at the University but does not cover remuneration reviews or personal classification.

## Section 3 - Scope

(4) This Procedure does not apply to casual staff positions.

## Section 4 - Policy

(5) Refer to the [Workforce Design and Planning policy](#).

## Section 5 - Procedure

### Job design

(6) Heads of Organisational Areas must ensure that positions in their area are classified appropriately and reviewed regularly as part of the [Performance Planning and Review process \(PPR\)](#) for the work performed, are part of an appropriate structure and contribute to the achievement of the University's mission, core commitments, strategic goals, and operational and functional plans.

(7) Professional staff positions are classified, and duties and responsibilities are allocated, in accordance with the established descriptors for Higher Education Workers (HEW) Level 1-10 (see the University Classification Guidelines-HEW Descriptors).

(8) Academic staff positions are classified as Level A-E with reference to the [Minimum Standards and Typical Duties for Academic Levels \(Minimum Standards\)](#) in the [Academic Promotion policy](#).

### New positions

(9) Heads of Organisational Areas are responsible for planning new positions to reflect the needs of their area's overall workforce plan. Any new positions must be approved as part of their establishment as set out in their staff plan.

(10) Where a new position is required, the Head of the Organisational Area will request the relevant manager to develop the position description.

### **Approval of new position descriptions - Academic staff**

(11) The Head of the Organisational Area will arrange for the approval of the new position and the position description, in accordance with the [Recruitment of Staff procedure](#).

(12) Academic staff position description templates contain the [Minimum Standards](#) which are approved by the Deputy Vice-Chancellor Education. These may be modified to ensure they accurately reflect the role but must retain the compulsory paragraph that refers to the [Minimum Standards](#), the Faculty Research Expectation Models (FREMs) and the Faculty Workload Allocation Model (WAM). This statement is included in the academic position description templates.

### **Approval of new position descriptions - Professional staff**

(13) All new professional staff position descriptions are to be evaluated by Human Resources Division to determine the appropriate HEW classification in accordance with the HEW descriptors. (Refer to the [Employing and recruiting staff tab](#))

(14) The manager preparing the documentation for a new position should contact HRD to discuss the job evaluation process and requirements. (Refer to the [Employing and recruiting staff tab](#))

(15) The manager of the new position must complete a [Job Evaluation Application form](#), obtain signed approval from the head of the organisational area, and send it to HRD with the position description, the area's organisational chart and other documentation specified in the [Job Evaluation Application form](#).

(16) The Executive Director, Human Resources will nominate an HRD job evaluator who will review the application documentation for content and consistency, and consult with the manager regarding any queries.

(17) The job evaluator will recommend a HEW classification to the Executive Director, Human Resources for consideration and will notify the manager regarding the Executive Director, Human Resources' decision.

(18) The manager can then proceed to recruitment to fill the position in accordance with the [Recruitment of Staff procedure](#) and the decision of the Executive Director, Human Resources.

### **Review of position classifications - Professional Staff**

(19) A staff member and/or manager may seek a review of the classification of an existing position where the duties and responsibilities have changed significantly and/or it is considered that the position is no longer appropriately classified.

(20) The staff member and manager will complete the [Job Evaluation Application form](#), obtain signed approval from the head of the organisational area and submit it to HRD together with all required documentation. (Refer to the [Employing and recruiting staff tab](#))

(21) The Executive Director, Human Resources will arrange for the Professional Staff Classification Committee to consider the application at the next available committee meeting. Committee meetings are generally held monthly.

(22) The Professional Staff Classification Committee will make one of the following recommendations to the Executive Director, Human Resources:

- a. that the current classification level of the position continue
- b. that the position be reclassified to a higher level; or

- c. that the classification level of the position be lowered, but the staff member retain a personal classification at their current level.

(23) The Executive Director, Human Resources may approve the recommendation of the Professional Staff Classification Committee, request additional information, or make a different decision to that recommended by the Professional Staff Classification Committee. The Executive Director, Human Resources will provide reasons in writing where it is decided the appropriate classification is not that recommended by the Professional Staff Classification Committee.

(24) Where a reclassification is not approved, the staff member may either:

- a. resubmit to the Professional Staff Classification Committee as per clause 20 after taking into account the feedback from the Professional Staff Classification Committee; or
- b. appeal the decision.

(25) Where a staff member appeals the outcome of a classification this must be in writing. All appeals must be submitted via HRD within 10 working days of the date of the original classification decision by the Executive Director, Human Resources in clause 23. HRD will coordinate with the Vice-Chancellor to establish a Classification Appeal Committee.

(26) Appeals against a classification may only be submitted on the following grounds:

- a. there has been a breach of process; or
- b. inadequate or inappropriate documentation was provided to the Professional Staff Classification Committee; or
- c. documentation provided to the Professional Staff Classification Committee was misinterpreted; or
- d. further information has come to hand.

(27) The Vice-Chancellor or nominee will consider the recommendations of the Classification Appeal Committee. The decision of the Vice-Chancellor or nominee is final and will be communicated to the staff member, supervisor and NTEU in writing as soon as practicable. Any changes to classification will apply from the original date of lodgement of the review by the staff member/manager.

## **Academic promotions**

(28) Where an academic staff member seeks promotion to a higher level, the Academic Promotion [policy](#) and [procedure](#) applies.

(29) Where a staff member receives a promotion to a higher academic level, the head of the relevant organisational area will revise the position description. Expected outcomes will be defined for this role in accordance with the Minimum Standards and FREMS. Specific duties will be allocated with reference to the applicable WAM.

## **Section 6 - Definitions**

(30) There are no definitions arising under this Procedure.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	5th October 2016
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