



# Job Design and Evaluation procedure

## Section 1 - Preamble

(1) This Procedure is effective from the 6 July 2017.

## Section 2 - Purpose

(2) 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

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

## Section 4 - Policy

(4) This Procedure is pursuant to the [Workforce Design and Planning policy](#).

## Section 5 - Procedure

### Job design

(5) The University will develop a position description for each Professional staff position, in consultation with any staff members currently holding the position. As per clause 31 of the [EA](#), a new position description is not required where one exists at the commencement of the [EA](#).

(6) Heads of Organisational Units must ensure positions in their area are classified appropriately and reviewed regularly as part of the [DeakinAchieve Performance and Development Program](#) 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 as set out in Schedule B of the [EA](#).

(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 Units are responsible for planning new positions to reflect the needs of their units's overall Workforce plan. Any new positions must be approved as part of their establishment as set out in their Workforce plan.

(10) Where a new position is required, the relevant Head of Organisational Unit will request the relevant manager to

develop the position description.

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

(11) The relevant Head of Organisational Unit 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 or vacant position descriptions - Professional staff**

(13) All new or vacant Professional staff position descriptions are to be evaluated by the Human Resources Division (HRD) to determine the appropriate HEW classification in accordance with the HEW descriptors as set out in Schedule B of the [EA](#). The manager preparing the documentation for a new position should contact HRD to discuss the job evaluation process and requirements.

(14) The manager of the new or vacant position must complete a [Job Evaluation Application form](#), obtain signed approval from the Head of Organisational Unit, and send it to HRD with the position description, the unit's organisational chart and other documentation specified in the [Job Evaluation Application form](#).

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

(16) 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.

(17) The manager can then proceed to recruitment to fill the vacant position in accordance with the [Recruitment of Staff procedure](#) and the decision of the HRD.

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

(18) For Professional staff positions that are occupied by staff, a staff member and/or manager may seek a review of the classification of the position where the duties and responsibilities have changed and/or it is considered that the position is no longer accurately classified.

(19) The staff member and manager will complete the [Job Evaluation Application form](#), obtain signed approval from their Head of Organisational Unit and submit it to the Recruitment team in HRD together with all required documentation.

(20) The application for reclassification will be allocated to a HRD staff member trained in job evaluation who will assess and make a recommendation to the Deputy Executive Director, Human Resources for positions up to and including HEW 8, or the Director, Remuneration, Benefits and Evaluation for positions HEW 9 and above, about whether the application should be approved. The job evaluator may seek any further information as necessary. In making their recommendation they will include reasons if their recommendation is that the application should not be approved.

(21) HRD will notify the manager and the staff member in writing of the decision. Where the classification review does not result in a change to the classification the Executive Director, Human Resources will refer the application to a Classification Review Committee (CRC).

(22) The CRC will be comprised of two nominated representatives of the University and two nominated representatives of NTEU who are appropriately trained in job evaluation methodology.

(23) The CRC 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.

(24) The Executive Director, Human Resources will consider and give due regard to the recommendation of the CRC and decide on the appropriate classification for the position. The Executive Director, Human Resources will provide reasons in writing to the supervisor, the staff member and the NTEU where the recommendation of the CRC is not accepted.

(25) A staff member may appeal the outcome of a CRC review to the Vice-Chancellor on the grounds that:

- a. there has been a breach of process that would have influenced the final classification; and/or
- b. the principles of natural justice (i.e. fairness and propriety) were not adhered to.

(26) 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 decision by the Executive Director, Human Resources in clause 25. HRD will coordinate with the Vice-Chancellor to establish a Classification Appeal Committee (CAC).

(27) The Vice-Chancellor or nominee will consider the recommendations of the CAC. 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. The Vice-Chancellor or nominee will provide reasons in writing to the supervisor, the staff member and the NTEU where the Vice-Chancellor or nominee does not accept the recommendations of the CAC, or where there is a split recommendation of the CAC. A recommendation to change the classification of the staff member, if approved by the Vice-Chancellor, will apply from the date of lodgement of the review referred to in clause 19.

## **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 relevant Head of Organisational Unit 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>	Current
<b>Effective Date</b>	6th July 2017
<b>Review Date</b>	6th July 2020
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	3rd July 2017
<b>Expiry Date</b>	To Be Advised
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