<table>
<thead>
<tr>
<th>Name of Procedure</th>
<th>Position Classification for Professional Staff Procedure</th>
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<tbody>
<tr>
<td>Governing Policy</td>
<td>Position Classification for Professional Staff Policy</td>
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<tr>
<td>Description of Procedure</td>
<td>This procedure outlines the process for classification of</td>
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<td></td>
<td>Professional Staff positions.</td>
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<tr>
<td>Procedure applies to</td>
<td>☒ University-wide</td>
</tr>
<tr>
<td></td>
<td>☐ Specific (Outline location, campus, organisational unit etc.)</td>
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<tr>
<td></td>
<td>☒ Staff Only ☐ Students Only ☐ Staff and Students</td>
</tr>
<tr>
<td>Procedure Status</td>
<td>☐ New Procedure ☒ Revision of Existing Procedure</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Vice-Chancellor and President</td>
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<tr>
<td>Governing Authority</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>Responsible Officer</td>
<td>Director, Human Resources</td>
</tr>
<tr>
<td>Approval Date</td>
<td>4 October 2011</td>
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<tr>
<td>Effective Date</td>
<td>4 October 2011</td>
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<tr>
<td>Date of Last Revision</td>
<td>1 July 2019</td>
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<tr>
<td>Effective Date of Last Revision</td>
<td>1 July 2019</td>
</tr>
<tr>
<td>Date of Procedure Review*</td>
<td>May 2022</td>
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*Unless otherwise indicated, this procedure will still apply beyond the review date.*

<table>
<thead>
<tr>
<th>Related Policies, Procedures, Guidelines and Local Protocols</th>
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<tr>
<td>Australian Catholic University Staff Enterprise Agreement 2017 - 2021</td>
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<tr>
<td>Position Classification for Professional Staff Policy</td>
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<td>ACU Capability Development Framework</td>
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<td>Staff Appeals Policy</td>
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</table>
1. **Governing Policy**

   This procedure is governed by the *Position Classification for Professional Staff Policy* and applies to all Professional Staff positions up to an including Level 10.

2. **Purpose**

   This procedure informs Professional Staff and Nominated Supervisors of the process for classifying Professional Staff positions at ACU utilising the Professional Staff Position Classification Request (PCR) via Service Central.

3. **When to review Position Descriptions for Classification**

   Professional Staff position descriptions should normally undergo a classification review when:
   - a new position is developed;
   - an existing position will be advertised and the position description is no longer current;
   - an existing position has changed in a significant way;
   - an existing position has not been reviewed for a number of years; or
   - as a result of a change management process.
4. Updated Position Descriptions

Classification review is not necessary for changes the Nominated Supervisor considers are not significant and do not impact on the nature of the role or the level at which it is expected to operate.

The Nominated Supervisor should contact Human Resources to discuss the scope and nature of the changes in order to be informed if classification review is required.

Position descriptions that have been updated with no significant changes to the role should be approved by the appropriate delegated officer and submitted to Human Resources via Service Central.

If the changes appear to warrant a classification review Human Resources will discuss the process with the Nominated Supervisor, before undertaking a classification review.

5. Requests for Classification Review

All requests for classification of a position must be completed in the PCR, approved by the appropriate delegated officer and submitted to Human Resources via Service Central.

Normally, a staff member and/or their Nominated Supervisor may submit only one request for classification of an existing position in a 12 month period.

6. Requests for Classification of an Existing Position

When considering whether an existing position needs to be classified, Nominated Supervisors should consider whether the changes are significant and impact on the expected level at which the position is operating.

Classification is not appropriate:

- When the volume of work has increased but the level of task is the same; and/or
- As a mechanism for salary increase on the grounds of personal merit or performance.

Other forms of reward and recognition may be available. Further information can be accessed via the Rewards and Recognition webpage and via Service Central.

7. Staff Initiated Requests

A Professional Staff member may submit a request for their position classification to be reviewed directly by Human Resources. It is the normal expectation that an
application for a classification review should have undergone consultation between the Nominated Supervisor and the staff member.

Where a staff member has submitted a position classification request without consulting their Nominated Supervisor, Human Resources will:

a. Liaise with the staff member in order to establish whether the staff member has consulted with and sought the support of their Nominated Supervisor; and

b. Liaise with the Nominated Supervisor, advising a request for a classification review has been received from the staff member.

Human Resources will seek to first enable a discussion with the Nominated Supervisor and the staff member to ascertain the accuracy of the context and come to an agreement regarding the content of the request submitted by the staff member.

Where agreement is not reached, Human Resources will undertake a classification review. In order that a fair and equitable decision is made relevant additional documentation will be sought from both the staff member and the Nominated Supervisor.

The staff member will provide:

a. A copy of the current position description.
b. A statement advising how the current position description differs from the proposed position description.
c. How the proposed position description meets the business and organisational goals of the unit.
d. Any other information the staff member may consider relevant to consideration of the classification of the position.

The Nominated Supervisor will provide:

a. A statement confirming or not the duties required to be performed described in the proposed position description.
b. Include the proposed impact on the work organisation of the unit.
c. Any additional information the Nominated Supervisor may consider relevant to the consideration of the classification of the position.

Human Resources will classify the position based on the material submitted.

A staff member or supervisor can request a further review of the classification outcome. A review of the classification outcome will be undertaken by a Classification Review Subgroup which meets on an as need basis.

If a consensus outcome cannot be reached by the Classification Review Subgroup, the classification review will be referred to the Classification Review Committee that meets four times a year.
8. Classification Process

Positions will be classified using DWM (primary) and where necessary Hay (secondary) classification methodologies.

All classification reviews will be undertaken on an as needs basis by a member of Human Resources in the first instance.

Changes to the position description may be recommended by Human Resources as part of the classification process.

Once a decision has been made by Human Resources on the classification outcome, no additional information provided after this can be considered. Any additional information must be submitted as part of a new request for classification.

A staff member, Union, or Supervisor can request a review of the classification outcome undertaken by Human Resources. A review of the classification outcome is undertaken by a Classification Review Subgroup which meets on an as needs basis.

If a consensus outcome cannot be reached by the Classification Review Subgroup using the primary and secondary descriptors, the classification review will be referred to the Classification Review Committee which meets up to four times per year.

A staff member cannot participate in a Classification Review Subgroup/Committee while a position in their own functional unit, their own position, or a position they directly supervise, is being evaluated.

The Classification Review Subgroup/Committee may contact the Nominated Supervisor of the position and where relevant both the Nominated Supervisor and the staff member together.

The database of all position classifications will be updated on a regular basis and will normally be provided to all members of the Classification Review Committee up to four times per year.

9. Effective Date of Classification

Human Resources will advise the Member of the Executive, Nominated Supervisor and the staff member of the classification outcome in writing. Human Resources will be available for discussion on the outcome of the review.

The date of effect for all classification decisions will be the date on which the role was classified.
10. Appeals

A staff member may appeal an unsuccessful application for classification review of their position in accordance with the Staff Appeals Policy.

The staff member may only appeal a classification outcome on the grounds that a breach of procedure occurred which materially affected the decision on the classification outcome.

11. Revisions made to this Procedure

<table>
<thead>
<tr>
<th>Date</th>
<th>Major, Minor or Editorial</th>
<th>Description</th>
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<tbody>
<tr>
<td>1 July 2019</td>
<td>Major</td>
<td>Updated to incorporate provisions of ACU Staff Enterprise Agreement 2017 – 2021.</td>
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The University may make changes to this procedure from time to time to improve the effectiveness of its operation.

12. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their Nominated Supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.