

Professional Staff Classification Policy

Section 1 - Overview

The University values the work of its Professional staff and ensures that positions are correctly classified.

Section 2 - Scope

This Policy applies to all Professional Staff, excluding casual staff. The Policy must be read in conjunction with the current Enterprise Agreement, including the UNE Enhanced Descriptors — Professional Staff and related policies.

Section 3 - Policy

(1) All Professional staff, excluding casual staff, must hold a Position Statement approved by the Head of Cost Centre.

(2) A Position Statement must include the position dimensions, objectives, duties, qualifications and selection criteria and to whom the position holder reports.

(3) The classification of positions will be reviewed as follows:

- a. New position - People and Culture will assess the Position Description of a new position and determine a classification level prior to recruitment.
- b. position falling vacant - a Position that falls vacant is normally advertised at its current level and with the existing Position Description. A Position Description which has not been classified in the past two (2) years will be reviewed to ensure no substantial changes have occurred to warrant reclassification.
- c. Occupied positions - People and Culture will evaluate the Position Description and approve a classification level where:
 - i. the manager determines that the nature or level of the duties has changed sufficiently to warrant reviewing the Position Description; or
 - ii. a restructure of an area results in changes to the nature or level of duties.

(4) The position classification/reclassification review will be:

- a. of the position, not the incumbent;
- b. based solely on the assessment of the Position Statement in accordance with the UNE Enhanced Descriptors — Professional Staff and does not incorporate any assessment of the personal attributes or performance of the occupant of the position;
- c. undertaken irrespective of the funding source; and
- d. transparent, with outcomes documented.

(5) Reclassification:

- a. Where a staff member believes the level of their position has changed, they may apply through their Supervisor

to have a revised Position Statement reviewed by People and Culture.

- b. A Supervisor or Head of Cost Centre may initiate a review of a Position Description where they determine that the nature or level of the duties has changed sufficiently to warrant reviewing the Position Description.
- c. Position Statements will be developed or amended by the Supervisor in consultation with the incumbent (where there is an incumbent).
- d. Staff in the work area whose work directly interacts with the position being reviewed will be notified of proposed changes.
- e. Applications for reclassification require the approval of the Head of Cost Centre and relevant Senior Executive.
- f. The position will be reviewed in accordance with Clause 4 of this policy.
- g. To be eligible for review of a position classification, it is expected that the staff member will have occupied the position for a period of more than twelve (12) months.
- h. A position will normally not be reclassified where the position has been classified within the previous twelve (12) months.
- i. Where substantial changes are made to the duties and responsibilities of a position as a result of restructure within an organisational unit, the position may be regarded as a new position.
- j. The effective date for reclassification of an occupied position will be the date of receipt of the agreed revised Position Description and supporting documentation in People and Culture. The date of reclassification will become the staff member's new incremental date.
- k. Where there is a current incumbent, the staff member will retain the position, and where the position is reclassified to:
 - i. A lower level, the staff member will retain their existing classification level, access to increments and general pay rises for the duration of their occupancy of that position; or
 - ii. The next highest classification level, be placed on the second step of the new salary range; or
 - iii. Upwards more than one classification level, be placed on the first salary step of the higher level.
- l. A staff member may appeal the outcome of their position reclassification in writing by the Classifications Appeal Committee. Appeals must be lodged within ten (10) working days from notification of the classification outcome.

Section 4 - Definitions

(6) Classification - means a determination of where a position most appropriately fits within the University's Professional Staff levels (Higher Education Officer Level 1 to 10) and is based on the evaluation of work required to be performed as described in the Position Description.

(7) Cost Centre - means the relevant School, Directorate or other business unit.

(8) Professional Staff - means all employees who are employed at Higher Education Officer Level 1 to 10.

(9) Selection criteria - means an appropriate statement of the skills, knowledge, experience and attributes considered essential for the position.

(10) Supervisor - means the role to whom a position reports to.

(11) Where the word "normally" is used, it means that it is the default position that must be followed unless exceptional circumstances exist that require a departure from the default position, as determined by the Policy Administrator acting reasonably.

Status and Details

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Glossary Terms and Definitions

"Senior Executive" - Means the Vice-Chancellor, Deputy Vice-Chancellor, Deputy Vice-Chancellor Research, Chief Financial Officer, and Chief Operating Officer.

"Head of Cost Centre" - Normally means the Dean of Faculty or Director (as the case may be) of the relevant Faculty or Directorate. Where it is not appropriate for the Dean or Director to act, or where the circumstances relate to a position reporting directly to a Senior Executive, the Head of Cost Centre will be taken to mean the relevant Senior Executive. Where the matter relates to a Senior Executive, the Head of Cost Centre will be the Vice- Chancellor and Chief Executive Officer.