

Position Description Naming Convention Policy - Professional and Common Law Contract staff

Section 1 - Objectives and Scope

(1) The objective of the position description naming convention for professional and common law contract staff is to:

- a. rationalise the inconsistent application of position descriptors across the professional and manager staff cohort at UNE;
- b. support equity in naming protocols and help simplify policy and delegation frameworks, through use of common language for similar level roles; and
- c. help staff more easily understand the level of responsibilities and delegations attached to a specific role or title.

(2) This Policy proposes a standard naming convention for UNE staff employed at Higher Education Officer (HEO) Levels 1 to 10 of the [“UNE Professional Staff Enterprise Agreement 2019 - 2022”](#) (refer Schedule E – ‘Professional Employee Classification Descriptions’) and for managers engaged under common law contracts. Out of scope of this Policy are:

- a. position and role titles for UNE staff employed under the [UNE Academic and English Language Teaching Staff Enterprise Agreement 2020-2022](#) which follow the conventions set out in that Enterprise Agreement in particular:
 - i. Clause 23 ‘Role Descriptors’ outlines specific roles of Academic Manager (23.1), Head Teacher (23.2) and English Language Teacher (23.3) for English language teaching staff;
 - ii. Schedule B – ‘Salary Rates – Casual Academic Staff’ outlines various casual roles or duties;
 - iii. Schedule F – ‘Academic employee classification standards’ outlines the standard duties and skills for Level A to E academic staff; and
 - iv. Schedule G – ‘Academic (Research-only) employee classification standards’ outlines the standard duties and skills for Level A to E research-only academic staff.
- b. position names which are mandated in regulations or codes (e.g. traineeship and apprenticeship); and
- c. position names for roles within UNE Controlled Entities operations which are subject to the specific entity’s staffing policies and naming conventions.

(3) Use of these position description naming conventions within the scope of this Policy as described above is to be supported by all UNE Representatives.

(4) This Policy should be read in conjunction with the [Equity and Diversity Rule](#), [Staff Recruitment Rule](#) and [Staff Recruitment Procedures](#) and UNE’s [“UNE Professional Staff Enterprise Agreement 2019 - 2022”](#).

(5) Within this Policy:

- a. Part A – outlines the position naming conventions; and
- b. Part B – outlines the transition provisions to guide the adoption of the Policy for existing positions.

Part A - Position Description Naming Convention

(6) The naming convention (see Table 1) for professional staff and common law contract staff at UNE is based on the following premise:

- a. specific position descriptors are uniquely associated with either the common law contract level or one of the HEO levels;
- b. the first part of the position title helps to identify the level of responsibility (e.g. Senior Manager, Manager, Specialist, Advisor, Coordinator or Officer etc);
 - i. there is some allowance for naming of specialist or technical roles within the various levels – which focus more on a function or skills rather than management of staff;
- c. the second part of the position title helps to describe the specific focus or context of the role (e.g. Senior Manager (Policies));

(7) In the event that the naming convention is inconsistent with ‘reserved titles/roles’ in regulations or codes (as changed from time to time), or it is otherwise deemed not appropriate to be applied for a specific position or role, an exemption to the Policy may be sought from People and Culture.

- a. Initial requests to be directed to the Recruitment Team who will refer the matter to the Director People and Culture;
 - i. The decision of the Director People and Culture is final;
 - Additional naming options for a particular level approved by the Director People and Culture may be incorporated in the Policy via a policy amendment process;
 - One-off approved exemptions will be recorded on a register of exemptions and made available as an associated document to this Policy.

Table 1 - Professional and Professional Technical Naming Convention Parts and Examples

Level	Professional Naming Convention – Part 1	Technical Professional Options – Part 1	Illustration (examples combining naming contention Part 1 and Part 2)
Common Law Contract	Dean Executive Principal Director Deputy Head Associate Director	Vice-Chancellor & CEO Chief Academic Director Practice Director	Vice-Chancellor & Chief Executive Officer Deputy Vice-Chancellor Chief Financial Officer Dean (Medicine and Health) Executive Principal (Student Experience) Head of School (Psychology) Deputy Chief Financial Officer Associate Director (Governance)
HEO 10	Senior Manager	Academic Lead	Senior Manager (Policies) Academic Lead (Digital Learning)
HEO 09	Manager	Academic Deputy	Manager (Policies) Manager (Capital Projects) Academic Deputy (Discipline 1)
HEO 08	Assistant Manager	Academic Manager Business Partner Specialist	Assistant Manager (Policies) Academic Manager (Medicine and Health) Specialist (Records and Governance) Specialist (Network Analyst)
HEO 07	Advisor Team Lead	Technical Specialist	Advisor (Policies) Team Lead (Security Services) Technical Specialist (Accountant) Technical Specialist (Librarian)

HEO 06	Coordinator	Coordinator Analyst Technician	Coordinator (Projects) Coordinator (Executive Support) Analyst (Financial Accounting) Technician (Networks)
HEO 05	Officer	Officer Trades	Officer (Policies) Officer (Executive Support) Trades (Contract Supervisor) Trades (Electrician)
HEO 04	Administrator	Administrator	Administrator (Policy system) Administrator (Faculty Medicine and Health)
HEO 03	Apprentice Operative	Apprentice Trades Assistant	Apprentice (Landscaping) Operative (Data entry) Trades Assistant (Electrical)
HEO 01 and 02	Workers Assistant	Some Traineeships (consistent with Act)	Child Care Workers Assistant (Administration) Traineeship (Business Administration)

Part B - Transition Provisions

(8) Transitional arrangements are in place to support the adoption of standard position titles by the University in an orderly manner:

- a. The Policy will come into effect from [date].
- b. From the Effective Date:
 - i. new common law contract position titles and newly classified or reclassified position descriptions for staff engaged under the [UNE Professional Staff Enterprise Agreement 2019 - 2022](#) will be required to either:
 - adopt the new naming convention; or
 - receive an approved exemption from the Policy;
 - ii. references in policies and delegations will be updated to reflect new naming convention as part of the policy and delegation review process.
- c. Existing professional or common law contract positions are to be transitioned to the new naming convention as soon as possible and by end of 2022, noting:
 - i. a change in position title consistent with this Policy will not in of itself impact underlying role and responsibilities; and
 - ii. change of position title to align with the new naming convention should form part of discussions of role and responsibilities at regular Performance Planning Development and Review conversations.

Section 2 - Authority and Compliance

(9) The Vice-Chancellor and CEO makes this Policy consistent with Section 29 of the [University of New England Act 1993 \(NSW\)](#).

(10) The Director People and Culture provides support and stewardship for the implementation of this Policy.

(11) UNE Representatives must observe this Policy in relation to position naming for common law contracts and positions under the [UNE Professional Staff Enterprise Agreement 2019 - 2022](#).

(12) Policies are consistent with the University's Enterprise Agreement and other position benchmarking in the sector. Where there is an inconsistency with an Enterprise Agreement or reserved position descriptors in regulations or

adopted codes, the inconsistency may be resolved by the Director of People and Culture.

(13) This Policy operates as and from the Effective Date subject to transitional arrangements.

(14) Previous policies are replaced and have no further operation from the Effective Date.

Table : Summary of Roles and Responsibilities

Vice-Chancellor & CEO	Approval of changes to the Policy
Director People and Culture	Monitors and reports to the Chief Operating Officer and Vice-Chancellor & CEO re adoption of standard naming convention for contract and professional staff Approves exemptions to naming conventions consistent with this Policy.

Section 3 - Quality Assurance

(15) To support the implementation of this Policy – the following quality assurance or monitoring will take place

Adoption of Naming Convention	A report on the progress of transition to the new naming convention will be provided to the Vice-Chancellor twice yearly until end of 2022
Review of Exemptions	The twice yearly reporting will include a review and recommendations regarding the application of exemptions and/or suggestions for changes to the policy.

Status and Details

Status	Current
Effective Date	12th May 2021
Review Date	12th May 2024
Approval Authority	Chief Operating Officer
Approval Date	12th May 2021
Expiry Date	To Be Advised
Unit Head	Kirsten Clayton Director People and Culture
Enquiries Contact	People and Culture +61 2 6773 3705