

# Position Classification

## *Evaluating and Classifying General Staff Positions at ACU*

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# SESSION OUTLINE

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- Classification and application process
- Position Documentation
- Questions
- Further Information

## An understanding of the:

- Process of general staff classification at ACU
- Position Classification Request form and the two purposes it will serve

**Position Classification is the process used to measure the relative job worth of positions within an organisation at a point in time.**

- Assessment of the position, not the staff member
- Defines the content/work value of a position, not the volume of work
- Not a mechanism for salary increase on the grounds of personal merit or performance

**At ACU general staff positions are classified using:**

- DWM Descriptors (primary)
- HAY Points Factor System (secondary)

## A Position Classification Request may be submitted for:

- An existing position  
(staff initiated request / nominated supervisor request)
- A new position
- A vacant position
- In association with a process of restructuring of a functional or organisational unit
- Updated documentation

## Classification Review Subgroup:

- Position Classification Request completed and submitted to [classificationsgs@acu.edu.au](mailto:classificationsgs@acu.edu.au)
- Position classified by the ACU Classification Subgroup
- Subgroup meets as circumstances require
- Classification Decision
- Supervisor / Staff member notified

## Classification Review Committee:

- In the event that the Subgroup is unable to make a decision, the application will be referred to the Classification Review Committee (meets up to 4 times per year)

# STAFF INITIATED REQUESTS

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- In the first instance Human Resources will encourage the discussion of the supervisor with the staff member to reach agreement
- Where there is no agreement, additional material will need to be provided by the current incumbent and the supervisor
- The Classifications Subgroup will classify the position based on the material submitted

**For positions that require updating but the changes are not considered significant:**

- Request for classification
- Consideration by Human Resources
- Classification confirmed
- Supervisor / Staff member notified

**An Updated Documentation application may also be submitted to duplicate an existing classified position.**

## Position Classification Request form:

- Cover page - Application type, position details and approvals
- Position Description (PD)
  - Part A of each section will form the position description for recruitment and selection, managing for performance and career planning discussions.
  - Part B of each section will provide the Classification Review Subgroup/Committee with additional information to evaluate and classify the role.

# POSITION DESCRIPTION

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- Cover page
- Background
- Position Purpose
- Key Responsibilities and Contribution
- Key Challenges and Problem Solving

# POSITION DESCRIPTION (continued)

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- Decision Making/Authority to Act
- Communication/Working Relationships
- Reporting Relationships
- Skills, Knowledge and Experience
- Leadership Competencies  
(for Team Leader roles and above only)

- Content and language must reflect the level of responsibility and expected outcomes
- Avoid personalised or gender specific language
- Use the active rather than passive voice
- Avoid the overuse of words
- Avoid the use of jargon or acronyms
- Ensure reporting relationships are consistent with the current organisational structure chart
- Descriptions and responses must focus on what is needed to regularly perform the normal requirements of the position at an acceptable and consistent level, not duties performed on an irregular basis

# QUESTIONS

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# FURTHER INFORMATION

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## Your local Human Resources Consultant:

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|--------------|--------------------|------------|
| Ballarat     | Toni Cascio        | (ext 3364) |
| Canberra     | Craig Haywood      | (ext 7232) |
| Melbourne    | Troy Davis         | (ext 3487) |
| North Sydney | Anne-Marie Bennett | (ext 2591) |
| Queensland   | Craig Haywood      | (ext 7232) |
| Strathfield  | Liz Lings          | (ext 4344) |