

<b>Name of Policy</b>	<b>Position Classification for General Staff Policy</b>
<b>Description of Policy</b>	<i>This policy outlines the principles and process for evaluating and classifying general staff positions.</i>
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision	
<b>Description of Revision</b>	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

### Human Resources Directorate

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	8 September 2011
<b>Vice Chancellor's Approval Date</b>	04 October 2011

## Table of Contents

1. Policy Purpose.....	1
2. Scope .....	1
3. Policy Statement.....	1
4. Principles.....	1
5. Policy Review .....	1

## **1. Policy Purpose**

This policy informs general staff and their supervisors of the application of principles for the classification of general staff positions at Australian Catholic University.

## **2. Scope**

This policy applies to all general staff positions up to and including Level 9.

## **3. Policy Statement**

Australian Catholic University is committed to providing the opportunity for general staff and their supervisors, access to a classification review process that provides fair, equitable and responsive outcomes to support the business needs of the University.

## **4. Principles**

Position classification is the process used to measure the relative job worth of positions within an organisation at a point in time. Position classification therefore offers an opportunity for a supervisor to consider the position in terms of the strategic goals of the University, cascaded through the organisational unit to the expected operational and performance outcomes of the position, plus the knowledge, skills and competencies which will be needed not just in the next twelve months, but will also continue to see the role adding value in the long term.

The position description prepared for classification establishes the position purpose, its typical activities and baseline performance requirements and assists in managing the expectations of the position holder, whether or not they are recruited externally or placed and/or promoted from within the organisation. Position descriptions and position classification is therefore a foundation block for people management practices across the organisation.

Importantly, position classification is an assessment of the position, not the staff member, and is not a mechanism for a salary increase on the grounds of personal merit or performance. The University has a range of reward and recognition options for supervisors to consider in these circumstances.

Position classification is used to define the content/work value of a position, not the volume of work. Work value is dependent on a range of factors including the experience, skills and training required to perform the duties, including the accountabilities and responsibilities and level of impact the position has within and external to the work unit.

Staff members are provided with an opportunity to submit a position classification request, although the normal expectation would be that this is done jointly in consultation with and therefore the endorsement of their supervisor. In such cases, where this does not occur, the University will ensure that both the staff member and the supervisor are provided with a fair, equitable, open and transparent process which will allow for an informed decision to be made by the Classification Review Subgroup/Committee.

## **5. Policy Review**

The University may make changes to this policy and relevant procedures from time to time to improve the effectiveness of its operation.