

<b>Name of Policy</b>	<b>General Staff Position Titles Policy</b>	
<b>Description of Policy</b>	<i>To provide a common nomenclature for General Staff positions at the University.</i>	
<input type="checkbox"/> New Policy		<input checked="" type="checkbox"/> Revision
<b>Description of Revision</b>		

**Human Resources Directorate**

<b>Policy and Revision Number</b>	
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<b>Vice Chancellor's Approval Date</b>	30 July 2008

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## **1. Background Information**

The Australian Catholic University General Staff Enterprise Consolidated Agreement 1996 (clause 71) provided for the implementation of common nomenclature for General Staff positions at the University. Since the expiration of that Agreement the University has continued to recognise the importance of maintaining common nomenclature for General Staff positions.

## **2. Policy Statement**

ACU recognises the value of adopting a standard naming convention for General Staff positions as it serves to reinforce the concept of a unified institution across the states and territory where it operates. This common naming convention also supports equity and assists to ensure that positions are classified uniformly.

In maintaining a system of common job titles for General Staff across the University the following objectives are fundamental:

- i) the system be as broad as possible to encourage future career broadening rather than perceptually "locking" individuals into a particular role by virtue of position title;
- ii) the system be as simple and consistent as possible, rationalising work unit and state-specific arrangements which do not assist ready identification across the University;
- iii) the system reflects the DWM classification structure and its inherent relativities. Position titles, therefore, reflect the classification of the position, and not the incumbent.

## **3. Policy Purpose**

This policy sets out the conventions to be used across the University when naming General Staff positions.

## **4. Application of Policy**

This policy applies to all continuing and fixed term General Staff positions at the University.

## **5. Approvals**

New or variations to existing position titles are to be approved by the Director, Human Resources in consultation with the relevant Executive Staff member where the position is located.

## **6. Procedures**

The following are the General Staff titles for the major job families within the University. Throughout the system of position titles, the term "Assistant" is typically used, where appropriate, to a position classified at Level 1 to 3. The title "Officer" typically used at Level 4 to 6 and the title "Senior Officer" at Level 7 or above.

### **6.1 Administrative, Clerical & Secretarial**

Levels 1-3	Administrative Assistant (Function/Specialisation)
Levels 4-6	Administrative Officer (Function/Specialisation)
Level 7+	Senior Administrative Officer (Function/Specialisation)
<i>Examples:</i>	<i>Administrative Assistant (School of Education)</i>
	<i>Administrative Officer (Finance)</i>
	<i>Senior Administrative Officer (Human Resources)</i>

### **6.2 Technical, Educational Technology & Computing**

Levels 1-3	Technology Assistant (Function/Specialisation)
Levels 4-6	Technology Officer (Function/Specialisation)
Level 7+	Senior Technology Officer (Function/Specialisation)
<i>Examples:</i>	<i>Technology Officer (Science)</i>
	<i>Senior Technology Officer (Information Technology)</i>

### **6.3 General Assistants, Security, Grounds & Property Staff etc**

Levels 1-3	General or Property Assistant (Function/Specialisation)
Levels 4-6	General or Property Officer (Function/Specialisation)
Level 7+	Senior Administrative Officer (Function/Specialisation)
	<i>(Or relevant trade name as appropriate)</i>

### **6.4 Library**

Levels 1-3	Administrative or Library Assistant
Levels 4-6	Library Officer or Library Technician
Levels 5-6	Librarian
Level 7+	Senior Librarian
<i>Examples:</i>	<i>Library Assistant (Inter-Library Loans)</i>
	<i>Librarian (Reference)</i>

### **6.5 Counsellors, Mission Engagement Facilitator, Academic Skills Advisors etc**

The terms "Counsellor", "Mission Engagement Facilitator" and "Academic Skills Advisor" will be used.

### **6.6 Supervision Titles:**

The following titles are assigned to Supervisory roles:

### **6.7 Assistant Supervisor**

In the case of General Staff, the title of 'Assistant Supervisor' is to be used to describe a position which is assigned by a nominated supervisor the responsibility for supervising day to day tasks. This may, for example, be a person with a title such as Deputy Manager, Team Leader, Coordinator or Roster Supervisor etc. Assistant supervisors do not hold explicit delegations consistent with the requirement of relevant University policies, procedures, industrial agreements and financial management

provisions. They may, however, have delegated responsibility from the nominated supervisor for some operational tasks within a functional unit or for other purposes where formal sub-delegation is allowable through an official policy of the University.

'Assistant supervisors' may, for example, assist the nominated supervisor in monitoring the workload or performance of staff, and for providing assistance to staff whose performance is assessed as requiring improvement. They may also assist set functional unit plans and with the monitoring of functional unit performance to achieve desired outcomes.

## **6.8 Nominated Supervisor**

The title of 'nominated supervisor' is used to describe a position which is formally assigned the responsibility of supervising one or more staff or a group of staff. A nominated supervisor is the head of either an organisational unit or a functional unit. The expectation of the University is that any staff member appointed to the role of head of an organisational unit or head of a functional unit shall supervise staff.

An academic staff member who is a Chief Investigator, a Principal Investigator, or a co-investigator (or equivalent) of an externally funded research grant and/or who is responsible for the supervision of allocated research staff, will normally be the nominated supervisor of staff employed to undertake the work described in the grant or research project, subject to the creation of a functional unit approved by the relevant EPG member.

General staff nominated supervisors are responsible for monitoring the performance of staff and for providing assistance to staff whose performance is assessed as requiring improvement. They also hold formal and explicit delegated authority as officers of the University for a range of legal, statutory, administrative, educational, financial and other resourcing matters. They are responsible for providing leadership through the planning of organisational unit or functional unit work directions and they are accountable for associated performance outcomes.

## **6.9 Manager**

The title of Manager is restricted to those positions which are specifically designated responsibility for a functional or organisational unit, as determined by the approved structure for the functional or organisational unit. Managers exercise the same level of responsibility as a nominated supervisor, although they may have other nominated supervisors reporting to them. The title of Manager is normally only ascribed to a general staff position classified at HEW Level 8 or above.

## **6.10 Senior Management Titles (Directors)**

The title of Director is a restricted title determined by the Vice-Chancellor, and may be used at Level 10 or when referring to an Executive Staff member, as a Director of an Organisational Unit or when referring to the head of an approved Flagship or Centre.

## **6.11 Location**

Where appropriate, the location of a position may be added to the title:

*Examples*            *Senior Librarian, Aquinas Campus*  
                          *Property Officer, St Patrick's Campus*  
                          *Technology Officer (Science), MacKillop Campus*  
                          *Administrative Assistant (School of Education), NSW*

**7. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to the Director, Human Resources.

**8. 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 advice be needed, they should contact the Human Resources Consultant responsible for their campus.