



Position Establishment and Classification (New positions*) Guidelines – General Staff

HUMAN RESOURCES

(JANUARY 2012)

* For guidance on reclassification of existing positions please refer to

[Position Reclassification Guidelines – General Staff](#)

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PURPOSE/SCOPE

These guidelines have been produced to guide managers in the requirements for establishing a new position and the process of position classification within the University.

These may not cover all situations or circumstances and therefore should not be relied upon as the sole source of advice. Line managers are encouraged to consult Human Resources about queries regarding position classification.

Please contact Human Resources on 9266 9090.

DEFINITIONS

For the purposes of these guidelines the following terms will apply:

Line manager means the staff member to which a position directly reports.

Work value is assessed by measuring the work content or the relative worth of the position in achieving an organisation's objectives. It is assessed by considering a number of factors including the duties and responsibilities, essential criteria requirement including qualifications, experience and skills required to perform the duties of the position.

Work volume is the workload or amount of work undertaken, and should not be confused with work value.

Assessment is the process used to measure the relative worth of positions within an organisation at a point in time.

Classification Determination is the outcome of the assessment process that results in the allocation of a level to a position.

Valid Comparison is a position that is comparable to the review position in its functions, responsibilities and accountabilities, line management responsibilities, organisational hierarchy.

External assessment is an assessment of the classification submission by an independent external assessor.

Position Description (PD) is an approved University document which outlines the accountabilities and responsibilities of a position and the essential and desirable criteria required to undertake the position.

INFORMATION FOR MANAGERS

1. All general staff positions in the University require a Position Description (PD). (see 'Position Description Development' below)
2. Newly established positions require formal classification assessment **prior to** the advertising of, or appointment of a staff member to the position.
3. Positions within an organisational unit should be evaluated in the order from the highest level in the structure down to the lowest, i.e. management positions must be evaluated first before subordinate positions, so it is important that Human Resources are made aware of all changes that are occurring in the organisational unit in order to effectively evaluate positions.
4. The assessment of the work value of a position is the measure the relative worth of positions within an organisation at a point in time.
5. Positions HEW 1 – 10 are evaluated internally by staff trained in job evaluation within the Attraction Team in Human Resources.
6. Positions likely to be HEW 11 and above are evaluated external to the University by Hay and Mercer.
7. Applications for Classification of a new position should be made by the line manager and/or the Head of School/Area.

POSITION DESCRIPTION DEVELOPMENT

A position description is used to capture the skills, experience, qualifications, knowledge and qualities required to successfully perform a job. It provides an understanding of the role by providing information that describes the job, its functions and reporting relationships. The development of a position description is an essential organisational tool to enable managers, staff and potential applicants for University positions to:

- identify the right candidate in a recruitment and selection process
- create role clarity for the line manager and the incumbent staff member
- provide a framework for [Work Planning and Performance Review \(WPPR\)](#) discussions.

Guidance on, and information about what needs to be in a PD is located in the [Position Description ProForma](#).

A PD for a new position should be prepared by the manager of the work group in which the position is located. If there is a staff member who has been performing the duties of the proposed position, they should be consulted when developing the PD in order to accurately reflect the requirements of the position.

POSITION CLASSIFICATION ASSESSMENT PROCESS

The work value of a position at Curtin is assessed in accordance with the Work Value Descriptors contained within Schedule 8 of the [Curtin University of Technology General Staff Enterprise Agreement 2009-2012](#) (the Agreement). To ensure consistency and equity in the classification process, the University uses several tools to make an overall assessment of the classification of a position. These include:

- the use of a specialised Hay Group software package known as 'Decision Tree' also known as 'Job Evaluation Manager (JEM)'
- the use where applicable of internal comparison positions to ensure internal relativities are maintained
- in cases where the position is unique or of a specialised nature, external comparisons from within the higher education/government sector will be considered.

SCOPE OF WORK VALUE ASSESSMENT

The University will determine the classification level of a position by undertaking an overall assessment of the following:

- consideration of the position in relation to the work value descriptors as detailed in Schedule 8 of the Agreement;
- consideration of the duties, responsibilities, essential criteria requirements and organisational hierarchy of the role;
- valid comparable positions to ensure equity and consistency in measurement of work value; and

All of the above factors are considered in making an overall assessment of work value – one factor alone is unlikely to determine the outcome of a classification assessment.

OUTSIDE OF THE WORK VALUE CONSIDERATIONS

The following factors or circumstances **are not** valid considerations in the assessment of work value:

- The performance of a staff member who has been performing the duties of the proposed position.
- The qualifications, skills and experience of a staff member who has been performing the duties of the proposed position, which are not directly relevant to the position being assessed.
- Anomalies and inequities in terms of other positions within the University.
- The volume of work that will be involved in the position. Work volume alone is not a consideration in the assessment; it is the work value of a position which counts.

REQUEST FOR POSITION ESTABLISHMENT AND POSITION CLASSIFICATION (STEPS 1 – 7)

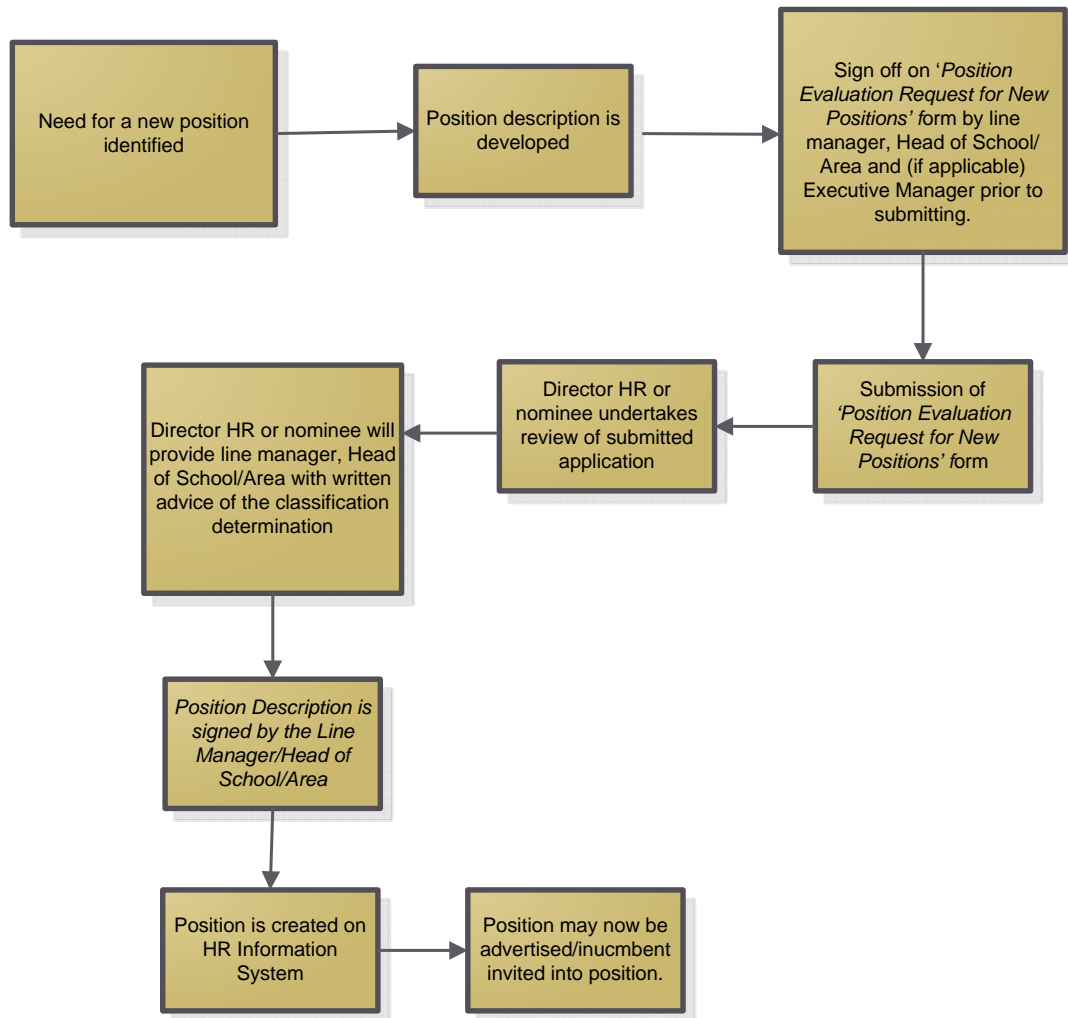
- Step 1.** Develop a Position Description in the approved University format ([Position Description ProForma](#))
- Step 2.** Complete the [Position Evaluation Request for New Positions \(General Staff\)](#) form. Attach proposed (PD).
- Step 3.** Ensure Position Evaluation Request for New Positions form is signed by the line manager and the Head of School/Head of Area and (where applicable), the Executive Manager and submit to Human Resources.
- Step 4.** The Director, Human Resources or nominee will undertake the assessment of submitted documentation in accordance with the Position Descriptors in the Agreement, in a fair and reasonable manner (the assessment process will normally be completed within 3 months of submission of the evaluation request).
- Step 5.** The Director, Human Resources or nominee will provide the line manager with written advice of the classification determination.
- Step 6.** Sign off on the finalised PD by the line manager.
- Step 7.** The position may now be advertised via the [Request to Advertise form \(RTA\)](#) or a staff member invited into the position via the [Recommendation for Occupancy \(RFO\)](#).

REVIEW OF CLASSIFICATION DETERMINATION

If the manager is not satisfied with the classification determination, they may request that the position be sent externally for assessment.

Costs of any external assessment will be borne by area in which position is located.

PROCESS MAP FOR RECLASSIFICATION PROCESS



RELATED INFORMATION

[Curtin University of Technology General Staff Enterprise Agreement 2009 – 2012](#)

[Position Evaluation Request for New Positions \(General Staff\) form](#)

[Position Reclassification Guidelines – General Staff](#)

HR Helpdesk (08) 9266 9090 to speak with Human Resources about the information contained within these guidelines.

CONTACT DETAILS

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REVISION HISTORY

NEW – 28 September 2011	
Revised – 30 January 2012	Amended as follows: Updated into new HR guidelines template.