



**POSITION CLASSIFICATION PROPOSAL FORM**

POSITION TITLE:

POSITION NUMBER:

DEPARTMENT/UNIT:

FACULTY/DIVISION:

CURRENT CLASSIFICATION:

PROPOSED CLASSIFICATION:

FRACTION:

Prepared By:

Date:

Contact Number:

\*If this documentation is a re-submission of a recently submitted classification proposal, please indicate the date of the original submission: \_\_\_\_\_

The current position description (if relevant or available) is attached:	YES/NO
A new/proposed position description is attached:	YES/NO
A current organisation chart clearly showing the relevant role, reporting relationships and staffing responsibilities is attached:	YES/NO

**PROPOSAL SUBMITTED BY:**

**SUPERVISOR:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPARTMENT/UNIT HEAD:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INCUMBENT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## REASONS FOR SUBMISSION:

Briefly explain the reasons for the submission of the Classification Proposal for this position (eg new position covering new work requirements; or new structure affecting work requirements; or additional responsibilities; etc).

**Note: Delete all information boxes below as you insert relevant text**

This form has to be submitted for creating a new position or for seeking a classification review of an existing position. You will need to provide substantiating arguments for the changes proposed and the expected outcome of this submission.

For new positions indicate why the position is being created. For existing positions indicate the major changes impacting on the role and the need for a classification review.

## PROPOSED POSITION:

**Note: Delete all information boxes below as you insert relevant text**

PLEASE PROVIDE INFORMATION ON NEW POSITIONS/RECLASSIFICATION REQUESTS UNDER EACH OF THE DIMENSIONS BELOW. IT IS IMPORTANT TO NOTE THAT FOR RECLASSIFICATION REQUESTS, YOU MUST ARTICULATE HOW THE POSITION OPERATED 'BEFORE' AND HOW IT OPERATES 'NOW' CLEARLY HIGHLIGHTING THE KEY CHANGES TO THE ROLE UNDER EACH OF THE DIMENSIONS BELOW.

### 1. Training/Qualifications:

- **Mandatory Qualifications:**

For new positions list what formal qualifications, training, skills and experience is required to undertake the duties of the position. Do not just reiterate the Key Selection Criteria from the position description. Indicate minimum requirements and how they are relevant to the responsibilities of the position. Ensure proper alignment to the relevant HEW Grade level.

For reclassification, indicate: What training, qualification etc. was required before and what is required now. Do not reflect what qualifications the incumbent possesses but focus on the needs of the role. Highlight changes or the higher order of operation if the requirements remain fairly similar.

- **Desirable Qualifications:**

List any 'nice to have' qualifications. If the candidates did not possess this qualification they would still be considered for the position.

- **Specialist Knowledge & Expertise Requirements:**

### 2. Organisational Knowledge:

For new positions state

- What type of organisational knowledge is required and why? (i.e. local policies vs university-wide policy, own department structure vs university structure.
- How is this knowledge used in the day-to-day performance of the role?

- If the position is required to make policy recommendations; does it utilise knowledge of practice and standards from outside the organisation (eg. professional practice standards) or applies University policy.
- If knowledge of particular legislation is required and how this knowledge is applied.

**For reclassifications, do not just indicate the current needs of the role but indicate what was the organisational knowledge required previously and how this has changed and must indicate how the changed requirements are applied in the role now.**

### 3. Judgement, Independence & Problem Solving: *Please address each key function in this dimension i.e. Judgement, Independence and Problem Solving.*

**For new positions indicate:**

- the degree of decision making and initiative required. Does the incumbent provide recommendations and advice? Who do they provide advice to and what is the impact of that advice?
- Provide examples of the types of problems the position encounters and the judgement, innovation etc. required to resolve these problems. Are there resources (e.g. practise manual, precedents) the position can draw on in the resolution of issues and is it possible to escalate the issue to a senior officer?
- What level of accountability and decision-making rests with this position? Include information about what are they allowed to make decisions on and what must they escalate?
- Outline any sensitive aspects of the role (e.g. financial decisions, project planning, liaising with staff or students on sensitive course outcomes, driving strategic priorities)
- Does the position research best practice or industry standards or undertake trend analyses and implement this in practice?

**For reclassifications indicate:**

- What type of problems the incumbent is required to solve now compared to the past. What has changed in the way problems are solved?
- What decision making power it has now compared to the past.
- If there has been any change in the communication challenge.
- How the impact of the position on the work area/faculty/university has changed.
- What has changed in terms of what the position is accountable for.

### 4. Task Level:

- For new positions and reclassifications, indicate what is the nature of tasks to be completed and how complex they are.

**Group responsibilities into categories and explain the complexities involved. Do not just repeat the duties listed in the PD (e.g. the development of policy/procedures, provision of advice, the payment of invoices, marketing a product, customer services, managing budgets, developing business solutions, managing staff and functions etc.).**

- What is the impact of these tasks on the immediate work group/section/division/university?
- Are there existing policies, procedures? What degree of creativity, innovation, expert knowledge or specialisation and experience is required to complete tasks? How are they applied?
- Is the work guided by policy, procedure and precedent? What level of planning is required to perform the tasks? How much input and direction is provided by the supervisor?
- What are the communication requirements? Who does the position talk to, what about and how frequently?

**For reclassification focus on what has changed in relation to the above**

### 5. Level of Supervision:

For both new positions and reclassifications, you must provide information on both the supervisory responsibilities of the role and the level of supervision provided to the role.

For new positions, indicate the level of supervision required and who this position supervises directly. What is the nature of supervision provided to the role? For example, is the position closely supervised or is only broad direction provided?

For reclassifications, indicate any changes to staff numbers supervised by this position and/or any changes to the supervisory responsibilities. For example, the position may have previously only assisted in the supervision and training of staff but is now responsible for performance management and the management of workload priorities.

## 6. Typical Activities:

For both new positions and reclassifications, indicate the typical activities performed by the incumbent. Please do not reprint the duties in the Position Description. Use this section to provide further substantiating information about the job which may not be covered by the other dimensions.

## 7. Occupational Equivalent:

This section is intended to provide information on comparable positions. While this information may be helpful, it is not critical when establishing the classification of the role and may be left blank.

## NEW EFFECTIVE DATE

State the date the new position description is to be effective. \_\_\_\_\_  
If the new effective date is prior to the submission date of this Classification Proposal, please provide a brief explanation (eg responsibilities of position can be demonstrated to have changed from the earlier date; delay in making submission due to specific factors, etc). **For reclassification of an existing occupied position backdating the outcome is only allowable for up to 3 months from the date of evaluation.**