Human Resources Delegations Schedule

1 Purpose

To enable the efficient and effective operation of the University by providing necessary and appropriate Human Resources Delegation to officers to enable them to discharge their responsibilities.

2 Scope

This schedule must be read in conjunction with the Delegations Policy and is subordinate to it.

This schedule applies to all human resources activities at the University which require approval by the Delegate prior to action and implementation.

Human Resources Delegations are allocated to a 'position' in the University organisational structure and not an 'individual'. As such, any individual occupying the delegated position (in either a continuing, acting or fixed-term capacity) automatically assumes the Delegations for the period they are undertaking the role.

Human Resources Delegations are approved by the Chief People Officer.

3 Schedule

3.1 Categories of Delegation

Human Resources Delegations operate in a matrix which establishes five categories of Delegation. Each category of Delegation is assigned certain authorities and responsibilities for various human resources activities.

Category of Authority	Definition	Delegated Position
Category 1	Highest ranking position in charge of management of the University.	Vice-Chancellor and President
Category 2	Senior executive positions with authority and responsibility for leading and representing a major function of the University, normally including members of the Vice-Chancellor's Executive	Deputy Vice-Chancellor Pro Vice-Chancellor Chief Operating and Financial Officer

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	Committee.	
Category 3	Senior leadership positions responsible for leading one or more large sections or departments at the University.	**Academic Portfolio** Head of School and Dean Dean (Graduate Research School) Executive Director **Students and Education Portfolio** Dean Academic Registrar Deputy Academic Registrar and Director (Student Administration) University Librarian and Director (Library Services) **Office of the Vice-Chancellor and President (including Governance and Compliance Unit)** Director (Governance and Compliance) **International Engagement Portfolio** Executive Director **First Nations Portfolio** Dean **Corporate Services Portfolio** Chief People Officer Chief Digital Information Officer

		Executive Director (Facilities Management)
Category 4	Leadership positions responsible for leading (solely or jointly) one small-medium organisational unit at the University.	**Academic Portfolio** Director Chief Operating Officer (iLAuNCH) Deputy Head of School Associate Director School Manager **Students and Education Portfolio** Director Academic Director Associate Director (Academic Services) **Office of the Vice-Chancellor and President (including Governance and Compliance Unit)** University Secretary Senior Executive Officer Senior Lawyer **Engagement Portfolio** Director Associate Director **International Engagement Portfolio** Director

		Corporate Services Portfolio Director **First Nations Portfolio** Senior Manager (First Nations Student Support and Engagement)

In parallel with specified Delegate categories, Supervisors also have a range of responsibilities for human resources activities for their direct reports. These responsibilities are contained within the specific Policy Instrument.

3.2 Delegated activities and authorities

All Delegations outlined in this schedule are to be interpreted as the minimum level of Delegation required to undertake an action (e.g. all Delegations listed for a Category 4 Delegate, should be interpreted as 'Category 4 Delegate or above').

Where the human resources activity being undertaken involves a Close Relative of the relevant Delegate or represents an actual or perceived Conflict of Interest, approval must be gained from the Delegate in the next Delegation category.

The School Manager's delegation is limited to all employees within a School Manager's line of management.

3.2.1 Academic Promotion

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Academic Promotion Procedure		Approve promotion to Level C, D, or E. Approve equivalent standing of academic qualifications for promotion purposes.	Approve promotion to Level B.		

3.2.2 Professional Development

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Academic Employee Development			**DVC**		

Procedure			Approve Academic Professional Development Program applications. Approve Doctoral Support applications.		
Professional Employee Development Procedure			Approve employee exchange.	Approve professional development leave.	
Study Assistance Procedure					Approve study assistance applications.
Mandatory Training Procedure		Determine training that is mandatory training for all employees. Determine training that is mandatory training for specific roles and positions that exist in more than one Portfolio.	Determine training that is mandatory training for specific roles and positions that exist only within their Portfolio/ organisational unit. Determine subject matter experts for training.		

3.2.3 Performance Planning and Review

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Performance Planning and Review Procedure				**Chief People Officer** Designate alternative Supervisor (in consultation with Category 3 Delegate).	Decide accelerated increment.

3.2.4 Recognition and Reward

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Recognition and Reward Procedure		Approve Employee excellence award winners. Set value of the financial grant for Employee excellence awards.			

3.2.5 Employee Diversity and Inclusion

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Nil					

3.2.6 Position Establishment and Evaluation

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Position Establishment and Evaluation Procedure	Establish or alter positions at Vice-Chancellor level.	Establish or alter positions at Senior Executive level and professorial level E.	Establish or alter positions at academic levels A to D. Establish or alter positions at professional Employee levels 1 to 10.	**Chief People Officer (or nominee)** Approve the classification or reclassification of a position.	

3.2.7 Recruitment, Selection, and Appointment

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Recruitment, Selection, and Appointment Procedure (other than contracted Senior Positions)		Approve direct appointment (continuing, contingent-funded, or fixed term). Terminate appointment of an Employee during probationary period.	Approve recruitment action for, and appointment to, all positions except for Deputy Vice-Chancellor and Pro Vice-Chancellor, and all contracted Senior Positions that report directly to Deputy Vice-Chancellor, or Pro Vice-Chancellor. Approve Internal Transfer for Employees except for contracted Senior Positions. Approve a secondment.	Approve higher duties or responsibility allowance. **Chief People Officer** Approve recognition of prior service. Confirm appointment of an Employee. Approve attraction allowance. Approve retention allowance.	Approve casual appointment. Approve claim for relocation assistance.
Contracted Senior Positions Appointment Procedure	Approve recruitment action for, and appointment/re-appointment to the position of Vice-Chancellor.	Approve recruitment action for, and appointment/re-appointment to, Deputy Vice-Chancellor and Pro	Approve recruitment action for, and appointment/re-appointment to, all contracted Senior Positions that		

	Confirm appointment of the Vice-Chancellor. Terminate appointment of the Vice-Chancellor during the probationary period. Approve salary arrangements for the Vice-Chancellor, and Deputy Vice-Chancellors.	Vice-Chancellor, and all contracted Senior Positions that report directly to Deputy Vice-Chancellor, or Pro Vice-Chancellor. Approve Internal Transfer for contracted Senior Positions. Terminate appointment of an Employee during probationary period. Approve salary arrangements for contracted Senior Positions.	do not report directly to Deputy Vice-Chancellor, or Pro Vice-Chancellor.		
Visiting Academic, Adjunct, and Honorary Titles Procedure				Approve or renew the awarding of a visiting academic, adjunct, or honorary title.	

3.2.8 Employee Complaints

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Managing Misconduct or Serious Misconduct (Enterprise Agreement)			**Relevant Senior Officer** Suspend an employee upon the recommendation of the Chief People Officer. On receipt of the investigation report, decide whether or not Disciplinary Action is warranted against an employee.	**Chief People Officer** Recommend to suspend an employee.	
Employee Complaints Procedure				**Chief People Officer** Appoint a nominee for the purposes of this Procedure. Appoint a Complaint Manager and/or investigator / mediator / facilitator.	

				Decide to manage a Complaint in accordance with the Employee Complaints Procedure or another policy, procedure, or University process. Decide and issue lawful directions and/or take reasonable management action to resolve a Complaint. Refer a Complaint for management in accordance with section 47 of the Enterprise Agreement (Managing Misconduct or Serious Misconduct).	
Employee Complaints (Sexual Harassment, Sexual Assault, and Sex Discrimination) Procedure				**Chief People Officer** Appoint a nominee for the purposes of this Procedure. Appoint a Complaint Manager and/or investigator / mediator / facilitator. Decide to manage a Complaint in accordance with the Employee Complaints (Sexual Harassment, Sexual Assault and Sex Discrimination) Procedure or another policy, procedure, or University process. Decide and issue lawful directions and/or take reasonable management action to resolve a Complaint. Refer a Complaint for management in accordance with section 47 of the Enterprise Agreement (Managing Misconduct or Serious Misconduct).	

3.2.9 Flexible Work and Working Arrangements

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Flexible Work and Working Arrangements Procedure			Approve a vacant specialist position to be undertaken as fully remote.	Approve overtime.	Approve hybrid work arrangement for over forty percent per week. Approve flexible work arrangement. Approve purchased leave. Approve claims for overtime. Approve claims for meal allowance. Approve claims for on-call allowance.
Leave Procedure			Approve special leave. Approve leave without pay more than six months and up to one year.		Approve leave without pay of four weeks or more, up to six months. **Supervisor** Approve leave (annual, personal, carer's, compassionate, long service, jury service, defence force reserve training, trade union training, community service, cultural and ceremonial leave, gender affirmation, taking of TOIL, leave without pay less than four weeks).
Parental Leave Procedure					Approve parental leave.

3.2.10 Conflict of Interest

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Conflict of Interest Procedure		Approve Conflict of Interest Management	Approve Conflict of Interest Management	Approve Conflict of Interest Management	

		Strategy completed by a Category 2 Delegate	Strategy completed by a Category 3 Delegate	Strategy completed by a Category 4 Delegate Approve Conflict of Interest Management Strategy completed by an Employee that does not hold a delegation	
Outside Work Procedure			Approve, reject, or withdraw outside directorships when the Employee is a University appointee or nominee.	Approve, reject, or withdraw an Employee's request for related Outside Work. Approve, reject, or withdraw outside directorships when the Employee is not a University appointee or nominee.	

3.2.11 Health, safety and wellbeing

Policy Instruments	University Council	Category 1	Category 2	Category 3	Category 4
Children on Campus Procedure					Approval or otherwise of children on campus.
Workplace Adjustments Procedure				**Chief People Officer** Approve the use of central University funding for Workplace Adjustments.	

4 References

Nil.

5 Schedule Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Governance Policy
Policy Suite	Delegations Policy

Approved Date	29/9/2026
Effective Date	29/9/2026
Review Date	6/12/2029
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Conflict of Interest Procedure
Related forms, publications and websites	Guidelines for HR Delegations
Definitions	**Terms defined in the Definitions Dictionary**
	Close Relative Close relatives for this purpose are spouse/partner, parent, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, stepfather, stepmother, stepsister, stepbrother, half-sister, half-brother, grandparent, granddaughter, grandson, son-in-law, daughter-in-law, any other person approved by the Vice-Chancellor or delegated officer. Conflict of Interest If a University Member has an interest that conflicts or may conflict with the discharge of the University Member's duties the University Member should Declare the nature of the interest and the conflict to the University Member's Supervisor as soon as practicable after the relevant facts come to the University Member's knowledge and must not take action or further action relating to a matter that is or may be affected by the conflict until authorised. An Executive Leader may direct a University Member to resolve a conflict or possible conflict between an interest of the University Member and the University Member's duties. A reference to an interest or to a Conflict of Interest is a reference to those matters within their ordinary meaning under the general law, and, in relation to an interest, the definition in the Acts Interpretation Act 1954, Schedule 1, does not apply. A Conflict of Interest will arise when a University Member's Private Interests conflict with their duty to the University or to serve the public interest as a University Member. The risk of having a conflict of interest increases where a University Member's responsibilities include the authority to make decisions. A conflict of interest may be potential, perceived or actual - when a University Member is in a role where future decision making may be influenced by their Private Interests if a certain

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condition is fulfilled, they have a potential conflict of interest; a perceived conflict of interest arises where it appears that decisions a University Member make in the course of their University employment may be influenced by their Private Interests, whether or not this is in fact the case; an actual conflict of interest exists where a University Member's actions could be unduly, improperly or excessively influenced by their Private Interests. Serious misconduct can occur when a conflict of interest is concealed, understated, mismanaged or abused.

Delegate (noun)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.

Delegation

A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University.

Employee

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Policy Instrument

A Policy Instrument refers to an instrument that is governed by the Policy framework. These include Policies, Procedures and Schedules.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

	University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
	Supervisor Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.
Keywords	Human Resources Delegations, Delegations, authorities, approvals
Record No	14/2963PL

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