Position Establishment and Evaluation Policy

1 Purpose

To provide the governing principles for the establishment and evaluation of the classification level of positions at the University.

2 Scope

This Policy applies to the establishment and evaluation (including initial classification and any subsequent reclassification) of all positions, excluding casual positions.

3 Policy Statement

The University is committed to a consistent and transparent approach to:

- defining and documenting the roles and responsibilities of positions;
- evaluating positions to ensure an appropriate classification; and
- organising positions within the structure and hierarchy of the University (Job Architecture).

4 Principles

The University will establish, evaluate, and organise positions according to the following principles:

- The University will make sure there is clear responsibility for determining the position establishment of the University;
- The University will provide a position description to all Employees (excluding Employees that are employed as a casual appointment) to ensure that there is a clear understanding of work objectives and position requirements;
- Position descriptions will be reviewed annually (by an Employee and their Supervisor) to ensure they are kept up to date;
- The People Portfolio will determine the appropriate classification for positions using a

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documented evaluation process (including initial classification and any subsequent reclassification);

- The content of a position description are compared to the applicable position classification standards to determine the appropriate classification;
- The University will use a consistent approach to the grouping of job function, job type, and job level within the structure and hierarchy of the University; and
- The University will use standardised position titles and delegations to promote a consistent organisation of positions within and between organisational units across the University.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Executive Policy
Policy Suite	Position Establishment and Evaluation Procedure
Subordinate Schedules	
Approved Date	7/7/2025
Effective Date	7/7/2025
Review Date	15/4/2029
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Leave Procedure

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	Parental Leave Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	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. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this policy only
	Job Architecture An established and consistently applied framework to organise positions within the structure and hierarchy of the University.
Keywords	Position establishment, position description, classification, reclassification
Record No	15/2857PL

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