

# 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

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

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Enterprise Services)
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	Executive Policy
<b>Policy Suite</b>	<a href="#">Position Establishment and Evaluation Procedure</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	15/4/2024
<b>Effective Date</b>	15/4/2024
<b>Review Date</b>	15/4/2029
<b>Relevant Legislation</b>	<a href="#">Enterprise Agreement</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Leave Procedure</a>

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