

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

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

	Parental Leave Procedure
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Employee</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>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p>Definitions that relate to this policy only</p> <p>Job Architecture</p> <p>An established and consistently applied framework to organise positions within the structure and hierarchy of the University.</p>
Keywords	Position establishment, position description, classification, reclassification
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