20 POSITION CLASSIFICATION AND EVALUATION

Principles

20.1 Support staff positions will be classified within a classification level using the descriptors as set out in Schedule 3 and in accordance with the University procedures for evaluation and classification of support staff positions.

20.2 Support staff positions, other than those which are filled by a casual staff member or a staff member appointed for a fixed-term of 12 months or less will have a position description which will be used as the basis for determining the appropriate classification level of a position against the classification descriptors. A position description includes descriptions of:

(a) the purpose of the position and its overall context within the workplace
(b) the degree of task complexity
(c) the scope for decision-making
(d) the level of knowledge, experience and skill required
(e) the challenges and problem solving within the position
(f) the relationship of the position to other positions within the work unit.

20.3 The position description must be signed by the immediate supervisor, the supervisor’s supervisor and the position incumbent (where there is one) indicating agreement that the position description accurately describes the role. A copy of the position description will be provided to the position incumbent (where there is one) or to a new staff member who is appointed to the position.

20.4 A position will be evaluated within the context of the following general principles:

(a) it is the position not the occupant that is the subject of evaluation; and
(b) in evaluation processes, the classification descriptors will be applied consistently across positions.

20.5 The effective date of a new classification level and remuneration for a position which has been upgraded as a result of a classification review will be the date on which the revised position description was lodged with the Human Resources Unit for review.

20.6 A staff member may apply no more than once in any twelve-month period to have the work level of their position description reviewed in order to establish the appropriate level and remuneration of that position. A staff member who disagrees with the outcome of the review may submit to the Director, HRU a request for the reasons for the outcome and that the evaluation be re-assessed, identifying where they believe the outcome is incorrect.