Creating or Reviewing a HEW Position

Step 1

(i): To establish a new position & determine the classification—The Line Manager may identify an existing position that is comparable and use its position description as a base OR use the Position Design Guide to define the role, responsibilities and scope of the position to be established.

(ii): To initiate a review of a position’s classification – The Line Manager or occupant of the position will identify the changes to the role & accountabilities that are significant and would have implications for the work value of the position.

Note: Minor changes to a position description can be made and registered as an update without reviewing the position classification.

Save time and effort by speaking with your HR Account Manager about what you wish to do, the type of information required and any suggestions they have to expedite the process.

Step 2

Line Manager or occupant prepares a formal request to create a position/review the classification by completing a request form.

Provide the following information:

- Rationale for the request
- Current/proposed organisation structure chart
- Summary of current/proposed position details including title, classification, position number, reporting relationship, organisation unit, location, occupancy, market loadings.
- Summary of changes affecting the position since last review/determination (and which other positions have been affected).
- Position comparisons (internal/external)
- Potential budget implication
- Potential flow-on effects to other positions in organisation unit

Position Design Guide/Description

Use the request template to detail the request and provide all relevant information.

Step 3

Obtain Line Manager endorsement of the request and submit request to HR Account Manager for investigation.
Step 4

HR Account Manager undertakes to review and investigate the position creation/classification review request.

Check:

- Establishment details on HRIS system.
- Existing registered position description.
- All other information provided/required for the request.

Consider:

- What the request is trying to achieve
- Possible flow-on effects to other positions within the organisation unit and throughout the organisation.
- Organisation design principles
- Job design principles
- Generic position descriptions
- Generic competencies

Step 5

HR Account Manager undertakes a HAY job evaluation assessment and includes assessment of classification in recommendation.

Step 6

HR Account Manager prepares and submits a recommendation report to Executive Dean/Dean/Director for endorsement or approval in accordance with HR delegations.

Include:

- Reason for the request
- Current/proposed position details
- Brief history of the position OR changes since last determination.
- HAY job evaluation
- Comparative position(s) data including benchmarks, market value comparisons, like positions.
- Comment on relativities/flow-on effects.
- Investigators comments (if necessary)
- Recommendation on classification and, if appropriate, the incumbent’s eligibility for reclassification along with the position.
- Endorsements by line management

Step 7

Decision made on the request by appropriate authority under the HR Delegations.
Step 8

HR Account Manager advises outcome of request to Line Manager/occupant.

Step 9

HR Account Manager ensures the outcome of process is recorded, filed and any subsequent approved changes actioned.

Arrange:

- Filing of the request on a Position History File.
- Registration and recording of the position description.
- Ensure establishments records (HRIS) are updated.
- Ensure any changes affecting an employee are actioned.