

Procedure Title: Position classification procedure

Procedure Owner: Chief People Officer

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1. INTENT

This procedure outlines the requirements for the classification of professional positions from HEW levels 1-10.

2. ORGANISATIONAL SCOPE

This procedure applies to managers requiring the classification of a new position that has not existed before.

3. DEFINITIONS

The [University Glossary](#) applies to this procedure.

4. PROCEDURE CONTENT

- A Line Manager identifies the need for a new position within their team or department/school and must consult with their [P&C Business Partner](#) to discuss the requirement.
- After advice from the P&C Business Partner, the process will end if there is an appropriate existing position, or proceed if the position has not existed before.
- If proceeding, the Line Manager will complete and submit a classification form along with the required supporting documents listed on the form to people@ecu.edu.au.
- When the completed form and supporting documents are received, People and Culture will log the request and assess the position using the descriptors in Schedule 2 – Part 1 of the *Edith Cowan University Enterprise Agreement 2022* and the Korn Ferry / Hay job evaluation methodology as a secondary classification system.
- P&C will advise the Line Manager of the evaluation outcome.

- The Line Manager will need to complete a new position request via the [Staff Kiosk](#).
- P&C will review and approve the new position request in the Staff Kiosk.
- The Line Executive will review and approve the request in the Staff Kiosk.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedure Owner is the Chief People Officer and has overall responsibility for the content of these procedures and their operation.

The Manager People Partnering and Employee Relations is responsible for the currency of information and provision of advice relating to these procedures.

6. RELATED DOCUMENTS

Operational documents and resources

[Classification request form](#)

[Position description template – professional staff](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Procedure Owner	Chief People Officer
All Enquiries Contact	Manager People Partnering and Employee Relations
Email address:	people@ecu.edu.au

8. APPROVAL HISTORY

Procedure approved by:	Chief People Officer
Date procedure first approved:	02 September 2025
Date last modified:	02 September 2025
Revision history:	02 September 2025 V1.0 - Document approved
Next revision due:	02 September 2028

Position classification process

When to classify a position:

- When a new position is created.
- Part of a restructure or change management process.

Line Manager identifies need for a new position

Line Manager consults their portfolio P&C BP

Proceed with classification process

No

End

Yes

Line Manager submits classification form with supporting documents to people@ecu.edu.au

P&C completes job evaluation

Line Manager advised of outcome

Line Manager completes new position request in Staff Kiosk

P&C reviews & approves request in Staff Kiosk

Line Executive reviews & approves request in Staff Kiosk

End

Version 1 (22/07/25)