

Classification of professional positions - FAQ

What is classification?

Position classification is used to determine the appropriate level of a position in an organisation based on the role's work value. The classification level helps determine appropriate salary and benefits for the position.

Positions are evaluated to determine their work value relative to other positions. It considers the skills, experience, and level of complexity and authority required in performing the duties and responsibilities of the role, at a point in time.

Classification is focused on the ongoing requirements of the role and does not consider the individual performing in the role, how well the work is performed or short-term increases in work value. Workload or work volume, which is the amount of work a role is expected to complete is not a consideration when classifying a role.

Classification ensures consistency and fairness in how jobs are evaluated and compensated.

When are positions classified?

When a new position is created. Any new role needs to be formally classified to determine the appropriate HEW level and corresponding salary range.

When an existing position becomes vacant. If a position has been vacant for some time, or if its requirements have changed since it was last classified, it should be re-evaluated before being advertised or filled.

As part of a restructure or change management process. Positions might be created to meet new strategic goals, resulting in a change in organisational structure.

Reclassification. This occurs when there are significant changes to an existing position. Changes that might trigger a reclassification include:

- **Significant changes in duties and responsibilities.** If the scope, complexity, nature of the work or qualification requirements has substantially changed since the position was last evaluated.
- **Changes in organizational structure.** Restructures that directly affect the functions, responsibilities or focus of a position.

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What is the classification review criteria?

Professional positions at ECU are reviewed against classification standards and structure descriptors as included at Schedule 2 - Part 1 of the *Edith Cowan University Enterprise Agreement 2022* (Enterprise Agreement).

The Korn Ferry / Hay job evaluation methodology is a secondary classification system used to evaluate and classify positions. This methodology uses the factors of Know-How, Problem Solving, Accountability and Job Size to measure the work value score of a position. This work value score corresponds to a HEW level 1-10.

How do I request a classification review of my position (reclassification)?

As a professional employee you can request a reclassification of your existing position. Discuss the changes you consider have occurred to the work requirements of your position with your Line Manager and your P&C Business Partner.

Who is responsible for classifying positions?

People and Culture will perform a classification assessment of the position's work value using the methods outlined above. An external classification specialist may be engaged in some instances.

If successful, what will be the effective date of my reclassification?

If your application results in a recommendation to reclassify your position to a higher HEW level, the effective date will be the first pay period when you made your application, unless People and Culture determine an earlier date is appropriate.

Note reclassification can result in a higher, lower, or same HEW level and this depends on the outcome of the evaluation.

If the outcome of the request results in a lower HEW level, it won't negatively impact your salary or salary range.

Can I seek a review of my reclassification outcome?

Employees can seek a review of their reclassification request in accordance with the Enterprise Agreement. An appeal must be lodged with the Reclassification Review Committee via the Manager People Partnering and Employee Relations within 14 days of receiving the outcome of your reclassification request. You must state the reasons or grounds for the appeal in seeking a review.

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In accordance with the Enterprise Agreement, the Reclassification Review Committee will consider the grounds of your appeal, and will take into account the original reclassification determination. The Reclassification Review Committee will make a decision within 14 days of the meeting. The decision will be final except to the extent that any court or tribunal can determine the matter.

When can I get my position reassessed again if unsuccessful?

A re-assessment can occur 12 months after the unsuccessful reclassification outcome or appeal process, unless the Line Manager and employee agree there is a significant change in duties or the University initiates a review.

Organisational change and reclassification

Should significant changes be occurring at an organisational level that may impact your position, a reclassification may be placed on hold until the outcome of the change has been established. You will be notified if this is the case.

Where can I find more information?

More information can be found in:

- Classification – Professional Employees as described in Section 25 of the [Edith Cowan University Enterprise Agreement 2022](#)
- Classification request form (link)
- Reclassification Procedure (link)
- Reclassification request form (link)