**REQUEST FOR THE CLASSIFICATION OF A NEW POSITION**

Human Resources Services Centre

*This position has not existed before, and the Line Executive requires a classification evaluation to assist in planning organisational changes or recruitment. Seek further assistance from your relevant HR Business Partner.*

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| **General Details** |
| School/Service Centre: |       | Business Unit: |       |
| Proposed Business title: |       | Line Manager: |       |
| HR Business Partner: |       | Line Executive: |       |

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| **Rationale for Position** |
| *The purpose of this section is to detail the business needs that have led to this request for the evaluation/classification of a new position. What are the business requirements/service delivery/structure etc.*      |

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| **Details of the Position** |

1. **Know-How - as detailed in the attached Position Description under Qualifications, Experience and Capabilities.**

Please add any additional information that may further inform this request.

1. **Creativity and Innovation [Problem Solving – Freedom to Think]**

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| **What kind of decisions are required of the role, without referral to the line manager?**      |
| **Indicate where there are policies/guidelines/procedures to guide the decision-making, if appropriate.**      |
| **Identify what decisions require creativity, innovation or creation of new policy, guidelines or new directions.**      |
| **What kind of decisions need to be escalated to Line Manager or above?**       |

1. **Challenges [Problem Solving – Thinking Challenge]**

Please describe, with examples, at least three challenges this role will have. They might involve different customer demands, developing or interpreting policy and legislation, developing new approaches, technological challenges, managing diverse team etc.

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| **What will be challenging?** | **Why will it be a challenge?** |
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**4. Organisational Relationships and Impact**

What level of knowledge of the organisation does this role require and how is that knowledge applied? What level of influence and collaboration across the organisation may be required?

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**5. Financial Responsibility (if applicable)**

Does this role have financial responsibility and/or delegation? If so, please outline what type of responsibilities and quantify for the current financial year (a useful reference could be the University Financial Delegations Policy).

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| **Operating Budget:**  | **Staffing Budget:**  | **Capital Budget:**  |
| Revenue:       |
| Assets:       |
| Projects:       |
| Major Financial Delegations:       |

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| **Final Approval and Checklist** |
| Proposed Position Description attached (mandatory) | [ ]  Yes  |
| Operational Plan attached (optional) | [ ]  Yes [ ]  No  |
| This has been discussed with your HR Business Partner. If no, please contact your HR Business Partner before completing this form. | [ ]  Yes  |
| Is there budget for this position? Details:       | [ ]  Yes [ ]  No  |
| This request has been fully completed and the information provided is a true and accurate description of the role. If no, details        | Line Manager [ ]  Yes [ ]  NoLine Executive [ ]  Yes [ ]  No |
| **Line Manager:** |  | **Date:** |  |
| **Line Executive:** |  | **Date:** |  |

**All signatures are required prior to submission of application.**

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| Please forward this completed request to your [HR Business Partner](https://intranet.ecu.edu.au/staff/centres/human-resources-service/contact) |
| Date Received (HR Use Only):       |