SCOPE
This procedure applies to the classification of all fixed-term and continuing professional staff positions at the University. This procedure must be followed when establishing a new position or reviewing the classification level of an existing vacant position.

PROCEDURE STATEMENT
Professional staff positions are classified according to the Higher Education Worker (HEW) classification descriptors detailed in the Enterprise Agreement. This procedure aims to ensure that position requirements are accurately documented and appropriately classified, taking into account the function and responsibilities of the role.

1. Position description and classification evaluation
1.1 Monash University’s (‘us’, ‘our’ or ‘we’) expectations are that:
   - all professional roles will have a position description that will describe the responsibilities and key selection criteria for the role at the time of recruitment to the position;
   - the tasks and details of how the duties will be performed will be agreed between the supervisor and staff member through the annual performance development process (refer to the Performance Development Process: Professional Staff procedure); and
   - position descriptions will be reviewed and, where applicable, updated when a position becomes vacant.
1.2 In accordance with Section 66.1 of the Enterprise Agreement, the Professional Staff Position Classification Descriptors are used to determine the classification level of professional staff positions. Positions are classified at the level which most accurately reflects the work required to be performed, taking into account the duties and responsibilities of the position. These descriptors comprise seven dimensions with each dimension containing criteria for how HEW positions are expected to operate at the various levels.

2. Classification of a new or vacant existing position (HEW 1 to 9)
2.1 The following is a step-by-step process for classifying professional staff positions for HEW Levels 1 to 9.

   Step 1: Establishment and authorisation of a new position (or request to review the classification of a vacant existing position)
2.2 The supervisor and/or Head of Unit will identify the need for a new position, or the need to redesign a vacant existing position.
2.3 The following table summarises the approvals that are required to establish a professional staff position at the University.

<table>
<thead>
<tr>
<th>Type of position</th>
<th>Authority to establish/request review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Staff Member (HEW 1 to 9)</td>
<td>Dean or Executive Director</td>
</tr>
</tbody>
</table>

   Step 2: The supervisor consults with the HR Business Partner
2.4 Once the decision is appropriately authorised, the supervisor and Head of Unit will discuss the requirements for a new position or the need to review the classification of a vacant existing position with the relevant HR Business Partner.
2.5 The HR Business Partner will be responsible for:
   - liaising with the supervisor who will document the requirements of the position, and
   - submitting the request for a position description to be developed by Monash HR.
Step 3: Monash HR develops and finalises the position description

2.6 Based on the information provided by the HR Business Partner, Monash HR will:
   - access the streamlined position descriptions in REX for the role and/or;
   - any standard professional position description(s) that accurately describe(s) the proposed role; and/or
   - classified position descriptions for similar or identical roles.

2.7 Monash HR will customise and/or update the position description according to current requirements.

2.8 In the event that there are no streamlined or similar/identical position descriptions for the proposed role, Monash HR will use the information provided by the HR Business Partner and the available supporting materials to draft a position description.

Step 4: Approval and evaluation of the Position Description

2.9 Monash HR will then submit a draft of the position description to the supervisor and Head of Unit for verification. Once the position description has been finalised and verified, Monash HR will undertake an evaluation of the position.

2.10 Monash HR will complete the Classification Tool and embed all required documentation including the position description and other supporting documentation (e.g., finance report, emails, etc.) for the endorsement of the Classification Committee.

2.11 The position will be classified by the HEW 1 to 9 Classification Committee.

2.12 The composition of the HEW 1-9 Classification Committee is outlined in the Definitions section.

2.13 Classification is an area of HR expertise. All evaluators on a Classification Committee will be trained in job evaluation or have equivalent experience and/or training. Where necessary, a Classification Committee may call upon a subject matter expert or the position's supervisor for clarification of the specific requirements or components of the role. No member of a Classification Committee may evaluate a position where there is an actual or perceived conflict of interest in classifying the position.

2.14 Taking into account relativities to other positions within the Faculty/Division or across the University more broadly, the Classification Committee will:
   - determine the position's classification level using the provided documentation and the Professional Staff Classification Descriptors; and
   - determine the classification proposal outcome.

2.15 The Classification Committee should determine the outcome of the reclassification proposal within the specified timeframe of receiving the finalised documentation.

Step 5: Initiation of appropriate staffing action

2.16 Monash HR will ensure that:
   - the position's supervisor, the Head of Unit and Dean/Executive Director are notified of the Classification Committee's decision;
   - the approved position description and classification advice proceeds to recruitment or other relevant staffing action; and
   - the classified position description is saved as complete in REX.

3. Classification of a new or vacant existing position (HEW (10A-D))

3.1 The following is a step-by-step process for classifying professional staff positions for HEW Level 10(A-D).

Step 1: Establishment and authorisation of a new position (or request to review the classification of a vacant existing position)

3.2 The supervisor and/or Head of Unit will identify the need for a new position, or the need to redesign a vacant existing position.

3.3 The following table summarises the approvals that are required to establish a position at HEW Level 10 or above at the University.

<table>
<thead>
<tr>
<th>Type of position</th>
<th>Authority to establish/request review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Staff Member HEW 10(A-D)</td>
<td>Dean or Executive Director</td>
</tr>
<tr>
<td>Professional Staff Member (above HEW 10D)</td>
<td>Vice Chancellor; and Chief Operating Officer &amp; Senior Vice President</td>
</tr>
</tbody>
</table>
Step 2: The supervisor consults with the Lead HR Business Partner who develops and finalises the position description.

3.4 Once the decision is appropriately authorised, the supervisor and Head of Unit will discuss the requirements for a new position or the need to review the classification of a vacant existing position with the relevant Lead HR Business Partner.

3.5 The Lead HR Business Partner will:
- liaise directly with the supervisor who will document the requirements of the position; and
- customise and finalise the position description according to current requirements.

Step 3: Approval and evaluation of the Position Description

3.6 The Lead HR Business Partner will submit the draft of the position description directly to the supervisor and Head of Unit for verification.

3.7 Once the draft position description has been verified, the Lead HR Business Partner will embed all the required documentation including the position description and other supporting documentation (e.g. finance report, emails etc.) for the endorsement of the HEW 10 Classification Committee. The composition of the HEW 10 Classification Committee is outlined in the Definitions section above.

3.8 Classification is an area of HR expertise. All evaluators on a Classification Committee will be trained in job evaluation or have equivalent experience and/or training. Where necessary, a Classification Committee may call upon a subject matter expert, for example the Lead HR Business Partner, or the position's supervisor for clarification of the specific requirements or components of the role. No member of a Classification Committee may evaluate a position where there is an actual or perceived conflict of interest in classifying the position.

3.9 Taking into account relativities to other positions within the Faculty/Division or across the University more broadly, the Classification Committee will determine the position's classification level and determine the classification proposal outcome.

3.10 The Classification Committee should determine the outcome of the reclassification proposal within the specified timeframe of receiving the finalised documentation.

Step 4: Initiation of appropriate staffing action

3.11 Monash HR will ensure that:
- the position's supervisor, the Head of Unit and Dean/Executive Director are notified of the Classification Committee's decision; and
- the approved position description and classification advice proceeds to recruitment or other relevant staffing action.

4. Monitoring and auditing classification decisions (all HEW level positions)

4.1 Monash HR will ensure that all relevant documents are kept for the purpose of reporting and auditing. Records in relation to HEW 1 to 9 positions can be destroyed seven years after the date superseded. Records in relation to HEW 10(A-D) positions should be retained permanently and stored securely when administrative use is concluded.

4.2 Monash HR is responsible for recording and monitoring the evaluations and classifications for the purpose of reporting and auditing.

4.3 Periodically, Monash HR will undertake a quality review process to ensure that the classification decisions are accurate and consistent across the University.

5. Breach of procedure

5.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

<table>
<thead>
<tr>
<th>Classification descriptors</th>
<th>A summary of the range of skills, attributes and typical duties required for each classification level, to enable positions to be classified within the ten-level HEW structure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of interest</td>
<td>A situation where a conflict arises for an individual between two competing interests, which are often, but not exclusively, interests of public duty versus private interests. Conflicts of interest may be reasonably perceived, potential or actual. Conflicts of interest can involve financial or non-financial interests of the staff member and the interests of a business partner or associate, family member, friend or person in, or has had a close personal relationship with the staff member.</td>
</tr>
</tbody>
</table>
Dean or Executive Director

The Dean of the Faculty or Executive Director of the Division or their nominee in any case where the Dean or Executive Director has formally nominated a person to act as their nominee for the purpose.

Enterprise Agreement


Head of Unit

The head of an academic or organisational work unit, for example Head of School, Head of Department, Director or where applicable, a person acting as their nominee.

HEW 1 to 9

A Committee established across Monash HR to classify and reclassify positions at HEW 1 to 9. The Committee will be comprised of the Head of Recruitment, Academic & Professional (chair), a representative from the HR Recruitment Team and a Team Leader in the HR Operations Centre.

HEW 10 classification committee

A Committee established across Monash HR to classify positions and reclassify positions at HEW level 10 (A-D). The Committee is comprised of the Director, Remuneration and Global Mobility (chair), the Manager, Remuneration and Senior Appointments in the Centre of Expertise and the relevant Director, HR Business Partnering.

HR Business Partner

A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.

Lead HR Business Partner

A leader within Monash HR who provides strategic guidance to a portfolio of client groups across key aspects that relate to organisational and HR strategy.

Position description

An accurate, concise description of the primary objectives and key responsibilities of a position.

Rex

Recruitment Express, the University’s online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash staff and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.

Supervisor

The person who is responsible for the supervision of staff and in most cases this will be the immediate line manager.

GOVERNANCE

Parent policy

Recruitment and appointment

Supporting schedules

Associated procedures

- Performance Development Process: Professional Staff
- Reclassification for Professional Staff

Procedure forms

- Classification Guidelines
- Classification Process Map

Legislation mandating compliance

Category

Human Resources

Approval

Chief Human Resources Officer as delegate of the Chief Operating Officer - 16 September 2016

Endorsement

Director, Workplace Relations - 16 September 2016

Procedure owner

Director, Workplace Relations

Date effective

26 October 2018

Review date

16 September 2019

Version

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Content enquiries

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