JOB EVALUATION PROCEDURES

PURPOSE

The Job Evaluation Procedures should be read in conjunction with Clause 32 of the Enterprise Agreement.

The Job Evaluation Procedures have been developed to provide a framework for an open, equitable and cost effective method of determining the comparable work value of professional staff positions.

These procedures apply to continuing and fixed term professional staff positions greater than 12 months (including research worker positions) that are classified at HEW Levels 1-9 and RWK Levels 1-7 including:

- position reviews for occupied and vacant positions; and
- new position classifications.

Although not covered by these procedures, professional casual positions and fixed term professional staff positions 12 months or less can also be reviewed at the request of a supervisor.

PROCEDURE

A request for a position review should be forwarded to the People and Culture Directorate after the following processes have occurred:

1 Change to existing positions

1.1 (For occupied positions) Consultation between the supervisor and position holder regarding significant change to the duties and responsibilities of the position;

1.2 Consultation between the supervisor and other position holders within the relevant/immediate work unit who may be impacted by a review of a position resulting in a change to duties;

2 All positions (including new positions and existing positions)

2.1 Completion of a draft position description by the supervisor. Supervisors can refer to the Guide to writing position descriptions and sample selection criteria for assistance;

2.2 (For HEW Level positions) Alignment of duties and responsibilities to Classification Descriptors - Higher Education Worker and Typical Activity document by the supervisor;

2.3 (For Research Worker positions) Alignment of duties and responsibilities to Classification Descriptors - Support Research-Only Employees;

2.4 Completion of a Position Management Form.

2.5 In the event that a position review is not approved, the Director, People and Culture (or nominee) will liaise with the relevant Pro Vice-Chancellor (Faculty)/Head regarding alternative options for consideration.
2.6 Any disagreement between an employee and a supervisor and/or Pro Vice-Chancellor (Faculty)/Head regarding a request for position review should be referred to the relevant officer within the People and Culture Directorate.

2.7 If supervisors and managers require support in the development of a position description, advice and assistance may be sought from the People and Culture Directorate.

2.8 People and Culture Directorate may gather additional information from a range of sources to determine significant change, or assist with clarifying the role of the position.

2.9 People and Culture Directorate will seek to confirm final position accountabilities from the Pro Vice-Chancellor (Faculty)/Head, supervisor and position holder.

2.10 If the People and Culture Directorate has concerns about the accuracy of the content of the final position description and cannot resolve the matter at Faculty/Division level, the Director, People and Culture will refer the matter to the Vice-Chancellor or nominee.

2.11 People and Culture Directorate will endeavour to process position reviews within ten working days after receiving a request.

2.12 Where circumstances exist that the time period will be extended, all relevant parties will be advised in a timely manner.

3 Job Evaluation

3.1 Job Evaluation will be applied through a number of approved job evaluation tools including:

- alignment with CQUniversity classification descriptors;
- alignment with Typical Activities Statements;
- relative comparisons with other CQUniversity positions;
- validation of structural integrity (e.g. work duplication, reporting lines, levels of delegation, team structure); and/or
- job Evaluation Points Factor methodology.

3.2 All positions will be evaluated by at least two job evaluators from the People and Culture Directorate using the Job Evaluation Points Factor methodology.

3.3 People and Culture Directorate will notify the relevant parties in writing of the draft classification outcomes and/or final classification outcomes.

3.4 Following determination of a classification outcome, a position holder/supervisor and/or Pro Vice-Chancellor (Faculty)/Head may request a review of the evaluation outcome. The evaluation review will be applied in accordance with clause 4.1, and 4.2 and will include at least one new job evaluator.

4 Reclassifications

4.1 Where a position is reclassified, the Pro Vice-Chancellor (Faculty)/Head in consultation with the supervisor and the position holder must nominate an effective date of reclassification. The effective date of reclassification is the date on which a change in classification is approved by the Pro Vice-Chancellor (Faculty)/Head to take effect. The effective date of the reclassification may be designated up to six months prior to the base date.

4.2 Reclassifications upwards by one level:
Where a position is reclassified upwards by one Higher Education Worker (HEW) or Research Worker (RWK) Level, the position holder will be remunerated at the first step of the new classification level.

4.3 Reclassifications upwards by more than one level:
- Positions re-classified upwards by more than one level are deemed to have changed to the extent that a non competitive selection process is to be applied in accordance with the principles contained within the Recruitment and Selection Guidelines.
- During a non competitive selection process the position holder will not be required to prepare a written application but will be required to attend an interview to discuss their skills and abilities applicable to the position.
- In the event that the substantive position holder is not successful in obtaining the position, Transfer provisions of the current enterprise agreement will apply and the position holder may be transferred to another appropriate position at the same level as the position held previously.
- If a transfer to another appropriate position is not possible, redundancy measures outlined in the current enterprise agreement and detailed in relevant University policy will apply.

4.4 Reclassifications downwards by one level:
Where a position is re-classified downward by one level, the University will explore the option to transfer the position holder to another appropriate position at the same level as the position held previously. In the event that there are no available positions for transfer, salary maintenance will apply.

4.5 Reclassifications downwards by more than one level:
Where a position is re-classified downward by more than one level, the University will explore the option to transfer the position holder to another appropriate position at the same level as the position held previously. In the event that there are no available positions for transfer, redundancy provisions as outlined in the current enterprise agreement and detailed in the relevant university policy will apply.

5 Appeals

5.1 Appeals can only be based on process irregularity.

5.2 Position holders and/or supervisors and/or Pro Vice-Chancellor (Faculty)/Head can submit a Job Evaluation Process Appeal Form. Appeals should be submitted to the Director, People and Culture or nominee within five working days from the receipt of the classification outcome.

5.3 Where the Vice-Chancellor & President or nominee forms the view that there has been a breach of process, the Vice-Chancellor & President or nominee will notify the job evaluators to recommence the job evaluation process at the stage where the non-compliance occurred and notify the position holder, the supervisor and the Pro Vice-Chancellor (Faculty)/Head of this determination.

5.4 On advice from the Vice-Chancellor & President or nominee, the Director, People and Culture or nominee will notify the position holder, the supervisor and the Pro Vice-Chancellor (Faculty)/Head of the subsequent outcome.

DEFINITIONS

Base Date: Refers to the date on which a position review commenced. It is registered as the date on which relevant parties notify the People and Culture Directorate of their intention to review a position, or the date on which a completed position description is submitted, whichever occurs sooner.

Classification Descriptors: Outline the expected skill, qualification and typical activity requirements for relevant classification levels either within the Higher Education Worker (HEW) classification structure or the Research Worker (RWK) classification structure.
Pro Vice-Chancellor (Faculty)/Head: The term ‘Pro Vice-Chancellor (Faculty)/Head’ will refer to the Pro Vice-Chancellor and Executive Dean of Faculty/Head of Division or Organisational Unit.

Job Evaluation Points Factor Methodology: Analytical job evaluation method that uses job-scale comparisons based on breaking jobs down into factors or key elements. Points are allocated to a job for each factor according to the degree to which it is present in the job.

Non-competitive recruitment process: A process through which a person applies for a position without competition in accordance with the principles contained within the Recruitment and Selection Guidelines.

Salary maintenance: Where an incumbent of a position will have their present level of remuneration ‘frozen’, until such time as it matches the highest salary step of the reduced classification applying to their position.

Significant Change: Refers to a change in complexity associated with level of know-how and/or problem solving and/or accountability relative to a position. Significant change should be of a long term nature and does not refer to an increase in the volume of work.

Typical Activity Statements: Define activities/functions that may typically be performed at each (HEW) classification level. While the Typical Activity Statements do not provide an exhaustive list of all activities/functions performed across the University, they do provide a range of examples covering technical, trade, library, Information and Communication Technology, administration and counselling positions.

RESPONSIBILITIES

The Director, People and Culture is responsible for ensuring that the job evaluation procedures are adopted.

RECORDS

All records relevant to these procedures are maintained in the recognised approved University recordkeeping system.

Retention and disposal of job evaluation documentation will be in accordance with the Queensland State Archives General Retention and Disposal Schedule for Administrative Records.

DOCUMENTATION

Position Management Procedures
Typical Activity Statements
Position Description Template
Guide to writing position descriptions and sample selection criteria
Position Management Form
Classification Descriptors - Higher Education Worker
Classification Descriptors - Support Research-Only Employees
Job Evaluation Process Appeal Form
**WORKFLOW**

1. PVC and Executive Dean/Head supports position review
2. Is the position occupied?
   - Yes: Supervisor consults with position holder regarding significant change in duties/responsibilities
   - No: Supervisor alignment of duties/responsibilities to Typical Activity Statement.
3. Supervisor to complete draft position description. (If the position is occupied supervisor to consult with position holder) Supervisor to complete Business Case: Change to position establishment
4. Send Position Management Form to People and Culture Directorate for consideration. If supported the form will be forwarded to the DVC (University Services) for consideration
5. Does the Business Case have all the necessary signatures?
   - Yes: Director, People and Culture or nominee will liaise with PVC and Executive Dean/Head regarding options
   - No: Further job analysis is conducted by People and Culture & at least 1 new job evaluator to review
6. Is the classification outcome accepted by all parties?
   - Yes: Job Evaluation process. Parties are notified of final outcome
   - No: Refer to Clause 4 of the Job Evaluation Procedures
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