

JOB EVALUATION PROCEDURE



CONTENTS

| | | |
|---|--|---|
| 1 | PURPOSE..... | 1 |
| 2 | SCOPE..... | 1 |
| 3 | PROCEDURE | 2 |
| | Classifying new or existing vacant positions..... | 2 |
| | Reclassifying existing occupied positions | 2 |
| | Job evaluation | 2 |
| | Reclassification of occupied positions | 3 |
| | Appeals | 3 |
| 4 | RESPONSIBILITIES | 4 |
| | Compliance, monitoring and review..... | 4 |
| | Reporting..... | 4 |
| | Records management..... | 4 |
| 5 | DEFINITIONS | 4 |
| | Terms and definitions..... | 4 |
| 6 | RELATED LEGISLATION AND DOCUMENTS..... | 5 |
| 7 | FEEDBACK..... | 5 |
| 8 | APPROVAL AND REVIEW DETAILS..... | 5 |
| 9 | APPENDICES | 6 |
| | Appendix 1 - Classifying new or existing vacant positions flowchart..... | 6 |
| | Appendix 2 - Reclassifying existing occupied positions flowchart | 7 |

1 PURPOSE

- 1.1 This procedure provides a framework for a transparent and equitable method of determining the comparable work value of professional employee positions.
- 1.2 This procedure should be read in conjunction with Clause 15.12 of the [Central Queensland University Enterprise Agreement 2017](#).

2 SCOPE

- 2.1 This procedure applies to continuing and fixed-term professional employee positions (including research worker positions) at CQUniversity that are expected to be established for more than 12 months and are classified at Higher Education Worker (HEW) Levels 1-10 and Research Worker (RWK) Levels 1-7. This also applies to senior management positions.
- 2.2 This procedure applies in the following situations:
 - position reviews for occupied and vacant positions, and
 - new position classifications.
- 2.3 Although not covered by this procedure, professional casual positions and fixed term professional employee positions of 12 months or less can also be reviewed at the request of a supervisor.

3 PROCEDURE

Classifying new or existing vacant positions

- 3.1 The supervisor/manager will draft a list of duties relevant to the position. Supervisors should refer to the appropriate descriptors relevant to the position including:
 - Classification Descriptors – Higher Education Worker ([Enterprise Agreement](#))
 - Classification Descriptors – Support Research-Only Employees ([Enterprise Agreement](#)), and
 - Typical Activity Statements (available from the People and Culture Directorate).
- 3.2 If supervisors/managers require support in the development of a duties list, advice and assistance may be sought from the People and Culture Directorate.
- 3.3 The draft list of duties should be provided to the People and Culture Directorate with the approved Request to Fill a Position Form.
- 3.4 The People and Culture Directorate will commence the position classification process/job evaluation process within 10 working days after receiving a request. Where circumstances exist that the time period will be extended, all relevant parties will be advised in a timely manner.
- 3.5 Once approval to classify a position is received, the People and Culture Directorate will work with the supervisor/manager to develop a position description based on the duties provided. Approval to classify a position will be by the Executive Head of the area unless they have delegated this authority.
- 3.6 The People and Culture Directorate may gather additional information from a range of sources to determine whether there has been significant change to the requirements of the position, or assist with clarifying the role of the position.
- 3.7 The People and Culture Directorate will seek to confirm final position accountabilities from the head of organisational area and/or supervisor/manager.
- 3.8 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 a divisional level, the Director, People and Culture will refer the matter to the relevant Deputy Vice-Chancellor, or nominee.

Reclassifying existing occupied positions

- 3.9 An occupied position can only be reviewed if at least 12 months has elapsed from the previous position review, a restructure has commenced, and/or the position holder has occupied the position for a period greater than 12 months.
- 3.10 Other than in instances of restructures, occupied professional employee position reclassifications will be conducted in two rounds per annum, linked to the budget forecasting schedule:
 - Round 1 opens early-March, closing end March, and
 - Round 2 opens mid-July, closing early-August.
- 3.11 Applications for reclassification will be made via the Request to Reclassify an Occupied Position Form and submitted during the opening period of each round.

Job evaluation

- 3.12 All positions will be evaluated by at least two trained job evaluators from the People and Culture Directorate using a selection of the following tools:
 - job evaluation points factor methodology
 - alignment with CQUniversity classification descriptors
 - alignment with typical activity statements

- relative comparisons with other CQUniversity positions
 - direct observation and analysis of demonstrated work tasks, and
 - validation of structural integrity (e.g. work duplication, reporting lines, levels of delegation, team structure, alignment with workforce plan).
- 3.13 Classification levels will be reflective of the requirements of the position and not the attributes of an occupant. Each position shall be classified appropriate to the work required to be regularly performed.
- 3.14 The People and Culture Directorate will notify the relevant parties of the draft classification outcome.
- 3.15 Following determination of a classification outcome, a position holder/supervisor/manager and/or head of organisational area may request a review of the evaluation outcome. The evaluation review will include at least one new job evaluator and result in a final classification outcome (see the flowchart in the [Appendix 1](#)).

Reclassification of occupied positions

- 3.16 Where a position is reclassified, the head of organisational area, in consultation with the supervisor/manager, and the position holder must nominate an effective date of reclassification. The effective date of reclassification is the date which a change in classification is approved by the head of organisational area to take effect. The effective date of the reclassification may be designated up to six months prior to the base date, providing the required work has been undertaken during that period.

Reclassifications to a higher level

- 3.17 Where a position is reclassified to a higher level, the position holder will be remunerated at the first step of the new classification level.
- 3.18 Where a position is reclassified to a level higher than one classification, the position holder will be provided with a Professional Development Plan to support the transition to the higher level.

Reclassifications downwards by one level

- 3.19 Where the classification of a position may be reduced by one level but the position is still required, efforts will be made to add additional 'value-adding' tasks to the position (if this is viable) so that the position's original classification can be restored. Where this is not able to be accomplished, the position holder will be offered the following options:
- 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 there are no available positions for transfer, the position holder will be offered the position at the lower classification level and maintain the salary applicable to their present Level and Step, for a period of six months after which time it will change to the top step of the lower classification, or
 - the position holder may be considered for voluntary measures as outlined in the job security clause of the [Enterprise Agreement](#) and [Job Security and Redundancy Procedure](#).

Reclassifications downwards by more than one level

- 3.20 Where the classification of a position has been reduced by more than one level, the University will consider this as such a significant change that the reclassified position will be viewed as a 'new' position. The incumbent will be offered the opportunity to be considered for voluntary measures as outlined in the job security clause of the [Enterprise Agreement](#) and [Job Security and Redundancy Procedure](#).

Appeals

- 3.21 Appeals can only be based on breach of process.
- 3.22 Position holders, supervisors/managers and/or head of organisational area can submit an appeal in writing to the Director, People and Culture (or nominee) within five working days from the receipt of the classification outcome.

- 3.23 Where the Director, People and Culture (or nominee) forms the view that there has been a breach of process, the Director, People and Culture (or nominee) will notify the position holder, supervisor/manager and head of organisational area of the appeal determination.
- 3.24 The Director, People and Culture will also request for the process to recommence at the stage where the non-compliance occurred. Where another evaluation is required, two new trained job evaluators will be engaged to evaluate the classification of the position.
- 3.25 The Director, People and Culture (or nominee) will notify the position holder, supervisor/manager and head of organisational area of the subsequent outcome.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director, People and Culture is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No reporting is required.

Records management

- 4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.
- 4.4 Any proposed changes to this procedure will be made via consultation with the Joint Consultative Committee.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Base date: the date on which a position review commenced. It is registered as the date relevant parties notified 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 HEW classification structure or the RWK classification structure.

Head of organisational area: refers to the head of division or organisational work 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.

Salary maintenance: where a position holder will have their present level of remuneration 'frozen' for a period of six months.

Significant change: 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 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. Typical Activity Statements are available upon request to the People and Culture Directorate.

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

- Classification Descriptors - Higher Education Worker
- Classification Descriptors - Support Research-Only Employees

[Fair Work Act 2009](#) (Cwlth)

[Request to Fill a Position Form](#) (*available to employees only*)

Request to Reclassify an Occupied Position Form

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

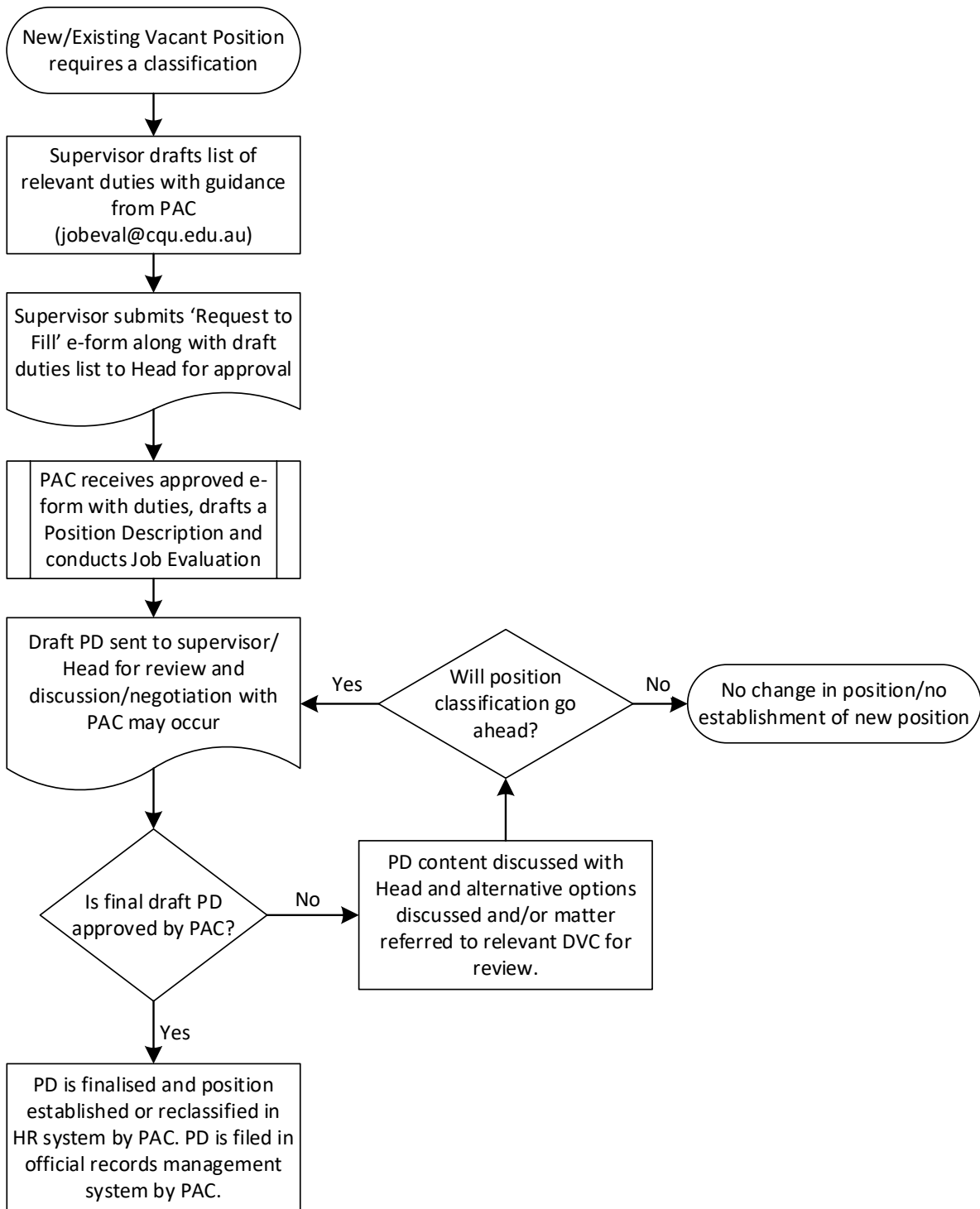
8 APPROVAL AND REVIEW DETAILS

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| Notes | |

9 APPENDICES

Appendix 1 - Classifying new or existing vacant positions flowchart



Appendix 2 - Reclassifying existing occupied positions flowchart

