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|  | **POSITION CLASSIFICATION REVIEW**Professional/General Staff |

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| --- | --- |
| Applicant’s position number |  |

**INSTRUCTIONS**

Applications for review of job classification are open to professional/general staff members (Levels 1-9) who have worked for the last 12 or more months in a continuing or fixed term position at Charles Sturt University.

The purpose of an application for reclassification is to enable the Job Classification Advisory Committee (JCAC) to understand how the **requirements and responsibilities of your position have** **changed significantly since the last formal review** and to assess its work value within the context of the organisational structure.

NOTE: The process is not concerned with assessing positions in relation to organisational change proposals.

**CHECKLIST**

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| **TICK** | **ACTIVITY** |
|  | My position description has been updated in conjunction with my supervisor, and approved by the Delegated Officer (e.g. Executive Dean/Executive Director or equivalent).  |
|  | I have discussed with my supervisor my intention to lodge an application for reclassification. |
|  | I have checked that all sections of the form have been completed, and that the current organisational chart includes all of the details requested in Section 3 of the form. |
|  | I submitted my application and updated position description to the Delegated Officer at least 2 weeks before the closing date of the round for their consideration and approval. (Adequate time must be given to allow proper consideration of your application.) |
|  | My application has been signed by my supervisor and the Delegated Officer. |
|  | If my application was not supported by the Delegated Officer, they have provided a written statement detailing where my application does not meet the criteria for reclassification.  |
|  | Application forms must be completed, signed (including the approval of your Executive Director, Executive Dean or equivalent) and emailed to edpc@csu.edu.au no later than **5pm on the closing date.** |
| NOTE: Late or incomplete applications cannot be considered and, if necessary, will be held over until the following round. |

# **POSITION OVERVIEW**

## **1. Details of position to be reviewed**

Details of your current position are recorded on the most recent, approved position description. If you have not been able to locate a copy of the current position within your section, please contact the Division of People and Culture, Employee Services via dpc@csu.edu.au.

If this is an application for an individual position or a group application for identical positions, record the details relating to each job holder in the table below.

|  |  |
| --- | --- |
| Position number |  |
| Current position title |  |
| Proposed position title |  |
| Current level |  |
| Proposed level (no more than one level higher) |  |
| Faculty, Division, Office or Centre  |  |
| School or Section  |  |
| Campus |  |
| Date of establishment or date of last review  |  |
| Job holder’s name, employee number and email address |  |
| Name, position title and email address of Delegated Officer (e.g. Executive Dean/Executive Director or equivalent) |  |
| Name of facilitator consulted |  |

**2. Information about the School or Section**

This information can be obtained from your supervisor, the Executive Assistant or Administrative Officer in your Faculty, Division, Office or Centre.

|  |  |
| --- | --- |
| Number of professional/general staff members (FTE – full-time equivalent) in your School or Section |  |
| Number of academic staff members (FTE) in your School or Centre |  |
| Number of students (EFTSL – equivalent full-time student load) in your School |  |
| Annual budget for your School or Section (if you have financial duties) |  |

## **3. Current organisational structure for the School or Section**

Please attach the current organisational chart for your School or Section, which has been approved by the Delegated Officer. This chart can be obtained from your supervisor, the Executive Assistant or Administrative Officer in your Faculty, Division, Office or Centre.

The organisational chart should include the following details:

* the **reporting line** from the lowest level up to the highest level
* the following details for **all professional/general staff positions in the School, Section or work unit**:
	+ current position title (NOTE: Do not include the job holder’s name);
	+ position number;
	+ current classification level;
	+ continuing/fixed term;
	+ employment fraction (if part-time); and
	+ campus location (if the School or Section is located on multiple campuses); and
* **highlighting of the incumbent’s position**.

NOTE: This organisational chart is more detailed than the one required in the updated position description.

## **POSITION DESCRIPTION**

**4. Updated Position Description**

Please complete and attach a **Word version** of your updated position description (PD), which has been approved by your supervisor and the Delegated Officer.

A blank **Position Description Template** is available from the following link, under Position Descriptions: <https://www.csu.edu.au/division/hr/current-staff/recruitment-and-appointment/continuing-and-fixed-term-appointments>

NOTE: The organisational chart in the updated PD should be easy for Division of People and Culture to amend with the approved position title and classification level (e.g. not an imported image).

**5. Previous Position Description**

Please attach a copy of the position description that was most recently evaluated by the Division of People and Culture or the Job Classification Advisory Committee (JCAC). NOTE: This may be an earlier version than the current, approved position description that was updated through the Employee Development and Review Scheme (EDRS).

If there has never been a formal review of this position, please attach a copy of the original position description that was attached to your contract of employment.

If you have not been able to locate a copy of the previous position within your section, please contact the Division of People and Culture, Employee Services via dpc@csu.edu.au.

## **JOB REQUIREMENT CHANGES in relation to Position Descriptors**

**What job requirements have changed SIGNIFICANTLY since the last formal review of your position?** Please do NOT include aspects that have remained substantially the same.

NOTE: Job evaluation is concerned with the **position**, not the person. Please do NOT include information about personal performance, efforts, abilities or workload.

**6. Changes in Tasks**

For example, changes in relation to:

* Complexity
* Diversity
* Specialisation
* Significance

***Has any significant change occurred in relation to required tasks? Yes / No***

(Add more boxes if required.)

TASK 1

|  |
| --- |
| ***If “yes”, what task has changed or is new?*** (Add “C” if it is a changed task or “N” if it a new task.)***What did the task involve before?*** (Provide brief details. NB: This does not apply to a new task.)***What does the task involve now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

TASK 2

|  |
| --- |
| ***If “yes”, what task has changed or is new?*** (Add “C” if it is a changed task or “N” if it a new task.)***What did the task involve before?*** (Provide brief details. NB: This does not apply to a new task.)***What does the task involve now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

TASK 3

|  |
| --- |
| ***If “yes”, what task has changed or is new?*** (Add “C” if it is a changed task or “N” if it a new task.)***What did the task involve before?*** (Provide brief details. NB: This does not apply to a new task.)***What does the task involve now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

**7. Changes in Required Knowledge, Skills and Experience**

***Has any significant change occurred in relation to required knowledge, skills and experience? Yes / No***

(Add more boxes if required.)

Remember that this is about the POSITION, not the person.

KNOWLEDGE 1

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| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

KNOWLEDGE 2

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

KNOWLEDGE 3

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

**8. Changes in Judgement and Problem Solving**

For example:

* Access to assistance
* Solving problems with reference to procedures, work methods, rules or precedents
* Solving problems that require research, analysis and/or interpretation of relevant policies, manuals, texts, user requirements, etc
* Solving problems that require the job holder to make changes to procedures or work systems
* Solving problems that require the job holder to recommend changes to policies
* Solving problems that require innovation in design

***Has any significant change occurred in relation to judgement and problem solving? Yes / No***

(Add more boxes if required.)

JUDGEMENT 1

|  |
| --- |
| ***"If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

JUDGEMENT 2

|  |
| --- |
| ***"If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

JUDGEMENT 3

|  |
| --- |
| ***"If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

**9. Changes in Supervision and Independence**

For example, changes in relation to:

* The nature and frequency of supervision received from the job holder’s supervisor
* The more complex matters on which the job holder would proceed without any discussion with the supervisor
* The type of matters that the job holder would refer to their supervisor for approval or decision

***Has any significant change occurred in relation to supervision (from above) and independence? Yes / No***

(Add more boxes if required.)

SUPERVISION 1

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

SUPERVISION 2

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

SUPERVISION 3

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

**10. Changes in Organisational Relationships and Impact**

For example, changes in relation to:

* Developing and/or maintaining relationships
* The nature and frequency of contact
* The nature, method and/or level of advice, assistance or recommendations provided to others
* The nature, method and/or level of input to development of policy or systems

***Has any significant change occurred in relation to organisational relationships and impact? Yes / No***

(Add more boxes if required.)

IMPACT 1

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

IMPACT 2

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

IMPACT 3

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

**11. Other Changes**

***Have any other significant changes in job requirements occurred? Yes / No***

(Please add a separate row for each requirement that has changed.)

OTHER 1

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

OTHER 2

|  |
| --- |
| ***If “yes”, what aspect has changed?******What was required before?*** (Provide brief details.)***What is required now?*** (Provide brief details.)***What is a specific example that demonstrates current requirements?*** |

# **AUTHORISATIONS**

**Job holder’s authorisation:**

The material prepared for the review of this position has been discussed with me. I understand that the updated position description, as approved by the Job Classification Advisory Committee, will become the new position description, regardless of the outcome of this request for reclassification of the position.

Name: Signature: Date:

NOTE: If this is a group application for identical positions, then each job holder should complete this section.

**Supervisor’s authorisation:**

The position has changed, as outlined in this application, and the current requirements of the position are as described in the updated position description and supporting documentation (if applicable).

Name: Signature: Date:

**Delegated Officer’s approval**:

I have reviewed the material prepared and approve submission for the review of this position.

Name: Signature: Date:

NOTES:

If approval is not given, a written statement that provides details of where the application does not meet the criteria for reclassification must be submitted to the Executive Officer, Job Classification Advisory Committee, Division of People and Culture.

For Faculty administration positions, the agreement of all three Faculty Administration Managers is required.