

CRAFT- Fixed Term Contracts- Function Code Matrix

Purpose: The purpose of this document is to provide assistance to School Contacts to define the function code when completing the Fixed Term Contract Review task using CRAFT. It is a supplementary document to the CRAFT User Training Guide (Appendix 5).

ACADEMIC FIXED-TERM APPOINTMENTS				
Account (First 4 digits of the account code)		2011	2041	2071
Job Code	Job Classification	Teaching & Research	Research	Other
1000	Vice Chancellor			4
1010	Deputy Vice Chancellor			4
1020	Pro Vice Chancellor			4
1025	Executive Dean	1, 3		
1026	Head of School/Dept	1, 3		
1027	Dean	1, 3		
1030	Professor	1, 3		4 *
1040	Associate Prof/Reader	1, 3		4 *
1050	Senior Lecturer	1, 3		4 *
1060	Lecturer	1, 3		4 *
1070	Associate Lecturer	1, 3		4 *
2220	Cat 1 ARC Level E		2	
2221	Cat 1 NHMRC Level E		2	
2222	Cat 1 Additional Level E		2	
2270	Cat 2 ARC Level E		2	
2272	Cat 2 Additional Level E		2	
2215	Cat 1 ARC Level D		2	
2216	Cat 1 NHMRC Level D		2	
2217	Cat 1 Additional Level D		2	
2265	Cat 2 ARC Level D		2	
2267	Cat 2 Additional Level D		2	
2210	Cat 1 ARC Level C		2	
2211	Cat 1 NHMRC Level C		2	
2212	Cat 1 Additional Level C		2	
2260	Cat 2 ARC Level C		2	
2261	Cat 2 NHMRC Level C		2	
2262	Cat 2 Additional Level C		2	
2205	Cat 1 ARC Level B		2	
2206	Cat 1 NHMRC Level B		2	
2207	Cat 1 Additional Level B		2	
2255	Cat 2 ARC Level B		2	
2256	Cat 2 NHMRC Level B		2	
2257	Cat 2 Additional Level B		2	
2200	Cat 1 ARC Level A		2	
2201	Cat 1 NHMRC Level A		2	
2202	Cat 1 Additional Level A		2	
2250	Cat 2 ARC Level A		2	
2251	Cat 2 NHMRC Level A		2	
2252	Cat 2 Additional Level A		2	
2300	Unclassified (Academic Staff)	3	2	

PROFESSIONAL FIXED-TERM APPOINTMENTS					
Account (First 4 digits of the account code)		2101	2131	2161	2191
Job Code	Job Classification	Research only	Technical Teaching (ELT) - Other	Trades - Other	Administrative - Other
3000	Executive Director				4
3501	Senior Manager Lvl 1	2 / 4	4		4
3502	Senior Manager Lvl 2	2 / 4	4		4
3503	Senior Manager Lvl 3	2 / 4	4		4
3040	Higher Education Officer Lvl 10	2 / 4	4	4	4
3050	Higher Education Officer Lvl 9	2 / 4	4	4	4
3060	Higher Education Officer Lvl 8	2 / 4	4	4	4
3070	Higher Education Officer Lvl 7	2 / 4	4	4	4
3080	Higher Education Officer Lvl 6	2 / 4	4	4	4
3090	Higher Educ Officer Lvl 5/6	2 / 4	4	4	4
3100	Higher Education Officer Lvl 5	2 / 4	4	4	4
3110	Higher Education Officer Lvl 4	2 / 4	4	4	4
3120	Higher Education Officer Lvl 3	2 / 4	4	4	4
3125	Higher Educ Officer 3(Sen-Sec)		4	4	4
3130	Higher Education Officer Lvl 2	2 / 4	4	4	4
3135	Higher Educ Off 2 (Sec)		4	4	4
3140	Higher Education Officer Lvl 1	2 / 4	4	4	4
3400	Director of Studies Eng Lang		4		
3410	English Lang Teachers D		4		
3420	English Lang Teachers A-C		4		

* DEST function code 4 is allowable for the combination of jobcode range 1030 to 1070 with salary account code 2071 in Learning & Teaching Support Units

DEST function codes

- 1 Teaching only
- 2 Research only
- 3 Teaching and Research
- 4 Other

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).

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