

## POSITION CLASSIFICATION REVIEW APPLICATION FORM

This form is to be used when a professional staff member initiates an application for a reclassification of the position they occupy.

**Note:** Professional staff positions are classified in accordance with the Professional Classification Standards (Schedule 7 of the University of Adelaide Enterprise Agreement).

### STAFF MEMBER DETAILS

Staff ID: ..... Position title:.....School/Branch.....Work phone .....

Title: .....Family name: .....Given names (in full): .....

Position No.:..... Current position classification: .....

Position classification sought:..... Step sought:.....

### STAFF MEMBER (For Completion)

Before applying, please read Clause 5.5 - Classification Review and Schedule 7 of the University of Adelaide Enterprise Agreement 2017-2021. Please consult with your supervisor when completing the application and the proposed Position Description.

**Note:** A classification review applies to the position you currently occupy. Please provide details of the changes to the requirements of the position; changes such as work value, complexity and scope of responsibility in relation to the tasks and duties of the position. (Please attach any additional information/documentation if required)

A classification review considers both the current and proposed Position Description and identifies change(s) in the requirements of the position.

**Provide details of the changes to the current position that may affect its classification, including details of the impact, complexity and responsibility of the duties normally performed in the position.**

(Attach additional information if needed)

**Any other relevant information not included in the revised Position Description.**

(Attach additional information if needed)

### SUBMISSION BY APPLICANT

**Staff Member**

Signature:..... Date: .....

|                                    |   |                 |                 |             |
|------------------------------------|---|-----------------|-----------------|-------------|
| Remuneration and Benefits Handbook | Position Classification Review Procedure  | Effective Date: | 6 March 2018    | Version 1.1 |
| Authorised by                      | Chief Operating Officer and Vice-President (Services and Resources)   | Review Date:    | 5 February 2019 | Page 1 of 3 |
| Warning                            | This process is uncontrolled when printed. The current version of this document is available on the HR Website. |                 |                 |             |

| SUPERVISOR (For Completion)   |  |
|---|--|
| <i>Note, supervisors are required to make comments about the position in the application. Please do not include personal comments relating to the applicant’s performance, personal attributes or qualifications.</i> |  |
| Do you agree with the reasons given by the applicant for reclassification of the position that they occupy?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the proposed Position Description accurately reflect all the duties and responsibilities that are performed?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Provide comments:   |  |

| SUPERVISOR: Support For Application  |  |
|--|--|
| Do you support this application?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If No, please explain reasons: .....<br>.....  |  |
| Has a copy of this completed application been provided to the applicant for their records? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Name:.....Signature:.....Date:.....  |  |

| DOCUMENTATION (To Be Attached)   |  |
|--|--|
| Please tick that you have provided the following documents with the application:     |  |
| <input type="checkbox"/> Current Position Description                                |  |
| <input type="checkbox"/> Proposed Position Description                               |  |
| <input type="checkbox"/> Current organisational chart (showing position for review). |  |

| HEAD OF SCHOOL/BRANCH /FACULTY EXECUTIVE MANAGER/ DIRECTOR: Support For Application |  |
|---|--|
| Do you support this application?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If No please explain reasons  |  |

| EXECUTIVE DEAN/ CORPORATE MANAGER/ DIVISIONAL HEAD: Support For Application   |  |
|---|--|
| Will there be any adverse impact of the proposed reclassification on other positions in the Faculty/Division? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| For comment: .....  |  |
| Do you support this application for reclassification? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| If No, please explain reasons: .....  |  |
| Name: .....Signature: .....Date: .....  |  |
| HR ADVISOR : For Assessment Of Position   |  |
| Has all the documentation for the assessment of the reclassification of the position been received?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Provide any comments in relation to the assessment of the position for reclassification.  |  |
| On the basis of the assessment of all the documentation relating to the classification review, it has been assessed that:<br>The proposed position description is classified at HEO.....Step.....at the effective date of.....  |  |
| <b>HR Advisor:</b><br>Name: ..... Signature: ..... Date: .....  |  |
| <i>(For approval of the determination at the higher classification level, forward to the relevant approver)</i>   |  |
| ASSOCIATE DIRECTOR: For Approval Of Position Classification   |  |
| <b>Director, HR/Associate Director, HR Advisory:</b>  |  |
| I <u>approve</u> the classification of the position as determined in the assessment above:  |  |
| Name: ..... Signature:..... Date: .....   |  |
| HR ADVISOR: For notification to all parties   |  |
| <input type="checkbox"/> Notification of the outcome of this application has been forwarded to the staff member and relevant managers.  |  |
| <b>*If the application for reclassification is successful, unless otherwise specified and justified, the new classification will take effect no later than 20 working days from the date of submission of the application (Refer to staff member signing date above).</b> |  |

|                                    |   |                 |                 |             |
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