



The University is committed to providing accurate data and information regarding positions to enable effective workforce reporting and planning.

These guidelines will assist the University to effectively create, maintain and manage position and workforce information. This information is held within the Human Resources Information System – PeopleSoft (HRIS) and is the single source of data. All approved changes will be reflected in the HRIS.

An [eform](#) supports these guidelines, driving approval workflows automatically to the correct delegate and integrating data into the HRIS.

Position management is a critical first step prior to the commencement of any recruitment or appointment activity.

Job Families

These guidelines cover the management of job families for all professional positions to enable reporting at functional level. This will enable greater insight into areas of growth at the University and will support workforce planning decisions.

Each job family has a functional owner, which are comprised of key senior executives of the University. The functional owner is responsible for:

- Controlling headcount growth for the functional area, by ensuring that any additional position being added to the headcount has been clearly justified
- Ensuring the existing service model for the function is maintained and remains effective
- Reviewing the position title and classification level proposed for the new position to ensure that these are appropriate and in line with other similar positions across the function

Each professional position is allocated to a job family and any amendments to that position which have a budgetary impact must be approved by the functional owner. Any new professional positions created within a job family must be approved by the functional owner.

When allocating a job family to a new position using the Position Creation and Amendment eform, approval will workflow to the appropriate functional owner or delegate. Approval must be given before the HRIS will be updated.

An allocation to a specific job family should be requested and assessed using the [job family definition guidelines](#).

A position would not be expected to change from its allocated job family without the role being substantially different, in which case a new position would be created.

Prior to a new position being created and allocated to a job family via the eform approval process, a discussion should take place with the relevant functional owner, advising them of the rationale for the new position.

Position Management

To ensure positions are managed consistently across the University a set of key principles have been developed which govern the creation of new positions and the amendment of existing positions.

Prior to commencing a recruitment process or appointing a new staff member, consideration should be given to the position the new incumbent will occupy and whether any changes need to be made.

An existing position would normally be amended if: the fundamental characteristics of the position remain the same e.g. the duties of the role have not been changed substantially.

An existing position would normally be used without amending if:

- a) A replacement arrangement is being put in place, so long as the total FTE does not exceed 1.0 for a significant period. The only time it is acceptable to overload a position FTE is for a transition or handover period.
- b) Replacing someone at a different fraction. *This can be facilitated through the issue of a new contract.*
- c) Backfilling a Professional staff member at a different classification. This can be facilitated through the issue a new contract.

If the replacement arrangement is temporary in nature only 'Job Data' within the HRIS will reflect the specifics of the replacement incumbent to ensure the attributes of the substantive holders position does not change. Our systems (i.e. PageUp and AppoINT) enable this.

A new position would normally be created if:

- a) There is a brand new position which has not existed before, this may include adding an additional position to an existing team/structure
- b) Where one position (more than 1.0 FTE) will be shared among two staff members on an ongoing basis
- c) A position will be overloaded (more than 1.0FTE) if a new one is not created. For example where a replacement results in more than 1.0 FTE (e.g. a staff member is away from their position for 0.4FTE, but we have budget to replace that fraction at 0.6FTE)
- d) A new position, which will be funded by money saved by not filling another, unrelated position. *The expectation will be that the unrelated position is made inactive.*

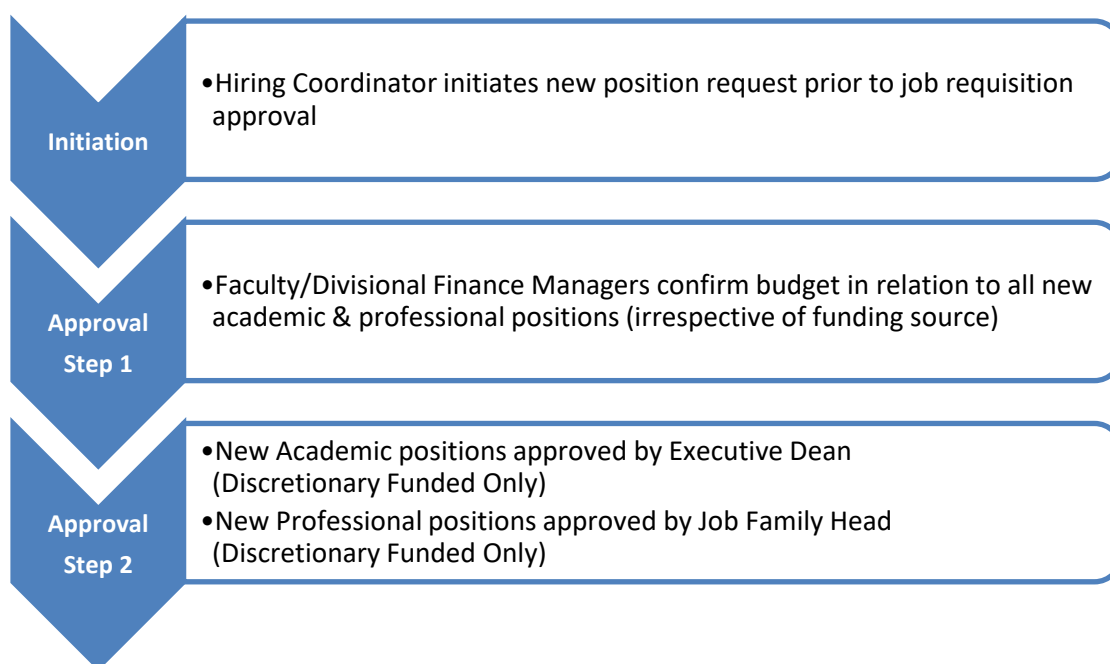
Approval for position creation or amendment

Where a new position is to be created or an amendment is to be made which affects the budget for the position (FTE or classification level), a two-step approval process is required.

Where a position is created using tied funding, a one- step approval process is followed.

Where a position is amended but the position is not substantially changing (position title, supervisor, department), no approval is required.

Figure 1: Position creation or amendment approval process



Specific scenarios for position amendments

Filling a position when the incumbent is on long term leave or secondment

Where a staff member is temporarily absent from their position and a new appointment will be made to replace them either via a secondment or a new fixed term contract, the substantive incumbent's position is to be used. *A position amendment eForm is not required.*

Job Sharing Arrangement

Where a Voluntary Flexible Work Arrangement (VFWA) is facilitated by the temporary use of a job sharing arrangement both staff members can share the same position as long as the total FTE does not exceed 1FTE. *A position amendment eForm is not required.*

If job sharing results in a position greater than 1 FTE, then this is not a job share but two individual positions. A new position should be created to prevent this from happening. *A position creation eForm will need to be raised.*

Change to Employment Type (Fixed Term/Continuing)

If the position is Vacant; and

- There is no change to the level of the position, the vacant continuing position should be used.
A position amendment eForm will need to be raised, to change the employment type.
- There is a temporary change to the level of position for the duration of the fixed term contract, the vacant continuing position should be used.
A position amendment eForm will need to be raised to change the employment type and classification.
- The fixed-term role is required on a continuing basis and it is a different level to the existing continuing position the vacant position should be permanently amended to reflect this.
A position amendment eForm will need to be raised to change the employment type and classification.

It is important to note that if the position is currently filled the above principles will still apply. In addition to raising a position amendment eform to change the employment type, an AppoINT eform will need to be raised to generate a new contract for the current incumbent. NOTE: if the level needs to change this is done via a re-classification process.

Change to Position Fraction

When a position fraction is amended in order to facilitate a permanent change in hours for the incumbent, a new contract must subsequently be requested via AppoINT for it to take effect. *A position amendment eForm will need to be raised to change the fraction before raising the AppoINT eform.*

Higher Duties

Where a staff member undertakes additional responsibilities within their substantive position, no changes are required to be made to the position.

A position amendment eForm is not required.

Academic Promotion

If an academic staff member has been successful in gaining a promotion, at the end of the promotion round the incumbent and their substantive position details will be manually updated in the PeopleSoft HR system to reflect the new academic classification level and effective date.

A position amendment eForm is not required as the Promotions process manages these changes.

The only exception to this is when a Scholarly Teaching Fellow is promoted from a Level B to C, a position creation eForm needs to be raised for a Level C Senior Lecturer and a subsequent AppoINT eForm needs to be raised to generate a new contract and workload allocation for the staff member as Scholarly Teaching Fellows are only appointed to Level B.

Reclassification - existing position with an incumbent

If a reclassification request under the position reclassification procedure is successful, the incumbent and their position details will be manually updated in the HRIS by the recruitment and Appointments Team to reflect the new classification level and effective date.

A position amendment eForm is not required.

Major Organisational Change (MOC) or Management Organisational Structure Change (MOS)

If position details are being changed as part of a MOC or MOS, a position amendment eForm is not required as the organisational change processes manage these changes.

Position inactivation

Positions will be inactivated as follows:

- At the end of the fixed term period
- At the end of a secondment if the position was created for the purpose of facilitating that secondment
- When a position is deemed redundant, at the cessation of employment of the incumbent
- On request from the area

A regular inactivation process will be carried out in July of every year:

- For professional positions, where the position has been vacant for 9 months or more
- For academic positions, where the position has been vacant for 24 months or more

Once a position has been inactivated it cannot be reactivated, a new position must be created.

Delegation Authority

Approval for the creation of a new professional position (discretionary funded) and allocation to job family – Job Family Functional Owner.

Approval of the creation of new academic position (discretionary funded) – Executive Dean of relevant Faculty.

Where a finance approval is required within the position creation and amendment eform, the actual approver is at the discretion of the relevant Faculty/Divisions operational requirements and is not a formal delegation under the delegation framework.

Please note that these guidelines do not replace delegations and approvals for recruitment or appointment.