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**Policy Steward:** Director, Hr Specialist Services

# **Job Classification and Linked Advancement Procedure (MPF1157)**

## **GOVERNING POLICY**

This procedure is made under the Recruitment and Appointment Policy.

## **SCOPE**

This procedure applies to all staff in continuing and fixed term positions at the University.

## **PROCEDURE**

### **1. Professional staff classification methodology**

1.1 A two stage process of job analysis and assessment of work value will be used to classify professional staff positions:

- analysis of the knowledge and skills, task complexity, judgment, independence, problem solving and decision accountability of the role which is then documented in the position description
- evaluation and classification.

1.2 The Cullen Egan Dell classification method is used in the case of level 10 professional staff positions.

1.3 The classification and evaluation method in the case of levels 1-9 professional staff positions is by comparison:

- of the position with the narrative descriptions in the group standard set out in Schedule A - Professional Staff Position Classification Standards.
- with typical duties to test that the position is recognised as being equal to the majority of positions at one work value level and that it is of a higher work value level than all positions at lower work value levels, taking into account that positions may be routinely required to undertake some duties normally expected of positions classified at lower levels in the structure and occasionally be required to undertake duties at a higher level in the structure.

### **2. Authorisation of classification and reclassification of professional staff**

2.1 The head of budget division has the delegated authority to approve classification and reclassification of professional staff positions and to determine the process for classification and reclassification decisions within the budget division.

### 3. Professional staff position review and reclassification

3.1 The principles contained in clause 42.3 of the [University's Collective Agreement 2010](#) will apply to this procedure.

3.2 The head of budget division will nominate an appropriately qualified person or persons to be the head of budget division's delegate who will make reclassification recommendations.

3.3 A staff member who considers that the classification of their position is incorrect may submit an application for reclassification to their supervisor once in any 12 month period.

3.4 A supervisor receiving a reclassification application will review the application to ensure that the staff member's description of their duties is an accurate representation of what is required of the position and will assess the budgetary implications of a potential reclassification.

3.5 Where the supervisor agrees there may be a case for reclassification, they will then refer the reclassification application, including updated position description, to the budget division advisor.

3.6 The budget division advisor will review the reclassification application and:

- determine the appropriate classification by assessing the position in relation to the Professional Staff Position Classification Standards in Schedule A and the level of responsibility of comparable positions in other areas
- make a recommendation for or against reclassification to the head of budget division
- inform the applicant of the recommendation.

3.7 Where the applicant is satisfied with the recommendation, the head of budget division will determine the application and authorise any action required from the recommendation.

3.8 An applicant who is not satisfied with the recommendation may seek a review of the reclassification recommendation in accordance with section 4.

3.9 Where a staff member's position is reclassified through this process, the reclassification will be back-dated to the date of the initial recommendation or three months from the date of the initial application, whichever is the earlier.

### 4. Professional staff review of reclassification recommendation

4.1 The reclassification of Professional Staff positions is based on:

- The duties and responsibilities of positions assigned to a staff member are closely related to the classification of the position currently occupied by the staff member. If assigned duties and responsibilities are significantly altered, the classification may be reviewed.
- Staff are employed to perform specific duties. The fact that an individual is capable of performing more complex duties does not in itself constitute grounds for reclassification of the position. (It may be good grounds for an individual to seek a position of a higher classification elsewhere in the University).
- In the event of a staff member becoming over-classified in his or her position, the staff member's salary shall not be reduced.

4.2 An applicant may apply to the Professional Staff Position Reclassification Review Committee (the Committee) for a review of the recommendation of the head of budget division's delegate.

4.3 The Committee will determine whether the process in section 3 has been followed, including whether the Professional Staff Position Classification Standards in Schedule A have been properly applied.

4.4 Where the Professional Staff Position Reclassification Review Committee determines that the process was not properly applied, the Committee will make a recommendation to the head of budget division who will determine the reclassification application.

4.5 Where the head of budget division adopts the recommendation of the Committee, then that is the end of the matter.

4.6 Where the head of budget division does not adopt the recommendation of the Committee and the staff member is still dissatisfied, they may bring a dispute under the Dispute Resolution Procedure.

4.7 Where a staff member's position is reclassified through this process, the reclassification will be back-dated to the date of the initial recommendation by the budget division advisor or three months from the date of the initial application, whichever is the earlier.

## **5. Classification of academic staff positions**

5.1 Minimum standards for academic levels (MSALs), other than for casual academic staff, are set out in Schedule B – Minimum Standards for Academic Levels.

5.2 MSALs will not be used as a basis for claims for reclassification

## **6. Classification of research assistant grade 1**

6.1 The minimum standards for a research assistant grade 1 are:

- a pass degree in an appropriate discipline or its equivalent
- capacity, under the guidance and direction of more senior research staff, to carry out, or participate in, experiments, surveys, investigations, analyses, test, observations, field trials, library and archival searches, or other related activities requiring the application of appropriate academic skills
- capacity to work to the standard advised by the head of department.

6.2 A research assistant grade 1 is not appointed to conduct independent research.

6.3 A research assistant grade 1 who is employed full-time at the University and who wishes to become a part-time candidate for PhD must satisfy the employer rules for part-time candidature, and provide a statement from the head of department regarding the time normally available each week for PhD studies (averaged over the year).

## **7. Linked advancement**

7.1 A professional staff member who wishes to apply for linked advancement may discuss the matter with their supervisor in the Performance Development Framework review and develop a plan for the move to the higher level which should include:

- consideration of what work at the higher level involves
- consideration of the needs of the department for work at the higher level
- confirmation that work at a higher level in the department is available
- training requirements including possible secondment
- planning as to how the job will "grow" to allow the professional staff member to work at the higher level
- opportunities to relieve in positions at the higher level
- progressively building upon aspects of their existing job in the last year at the lower classification level
- if the supervisor and the staff member do not believe the job will grow, consideration of appropriate transfer opportunities for the professional staff member.

7.2 If the professional staff member and his or her supervisor agree that linked advancement may be appropriate, the supervisor will consult the head of department.

7.3 A head of department who supports the proposed linked advancement will make a recommendation to the head of budget division.

7.4 The head of budget division may approve a recommendation for linked advancement to a higher level where:

- work at the higher level in the department is available and needed
- the staff member has achieved a rating of at least "good" as part of their last performance feedback discussion
- the staff member meets the training level or qualifications requirements in the position classification standards for the higher level
- the staff member has reached the top increment of his or her current level
- the staff member has not previously had a linked advancement.

7.5 The head of department will forward the approved applications to local Human Resources for action.

7.6 Promotion through the linked classification levels means that:

- staff members appointed to level 1 may have access to level 2
- staff members appointed to level 2 may have access to level 3
- staff members appointed to level 3 may have access to level 4
- staff members appointed to level 4 may have access to level 5
- staff members appointed to level 5 may have access to level 6
- staff members appointed to level 6 may have access to level 7
- staff members appointed to level 7 may have access to level 8
- staff members appointed to level 8 may have access to level 9.

7.7 A professional staff member who has previously had a linked advancement in the same position may apply for advancement through the reclassification process.

## **SCHEDULES**

- [Schedule A – Professional Staff Position Classification Standards](#)
- [Schedule B – Minimum Standards for Academic Levels](#)
- [Schedule C – Professional Staff Reclassification Review Committee](#)

## **RELATED DOCUMENTS**

- [University of Melbourne Collective Agreement 2010](#)
- [University of Melbourne Enterprise Agreement 2006](#)
- [Higher Education Industry – Academic Staff – Award 2010](#)
- [Recruitment and Appointment Policy](#)
- [Delegations Policy](#) , including [Schedule D - Human Resources Delegations](#)
- [Dispute Resolution Procedure](#)
- [Human Resources website](#)

## **RESPONSIBLE OFFICER**

The Executive Director, Human Resources is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

## **IMPLEMENTATION OFFICER**

The Director HR Specialist Services is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the Implementation Officer.

## REVIEW

This procedure is to be reviewed by 28 February 2015.

## VERSION HISTORY

Version	Authorised by	Approval Date	Effective Date	Sections modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.