Evaluation and Classification of Professional Positions Procedure

Section 1 - Purpose and Scope

(1) This Procedure supports The University of Queensland's (UQ) Job Architecture framework by outlining the process for evaluating and classifying professional positions (HEW 1 to 9) at UQ as required.

(2) This Procedure supports the Recruitment, Selection and Appointment Policy and Recruitment, Selection and Appointment Procedure.

(3) Professional Staff HEW level 10 positions are excluded from the scope of this Procedure.

Section 2 - Process and Key Controls

(4) UQ uses a Job Architecture model whereby a position is assigned to an existing job profile which is based on the classification structure and job descriptors contained in the UQ Enterprise Agreement.

(5) If a newly created position or the duties of an existing position have significantly changed and there is no existing job profile to which a position can be mapped, then the position will be evaluated and classified using an approved methodology (currently the Hay methodology).

(6) Human Resources Division is responsible for assessing and conducting position evaluations and classifications.

(7) The evaluation by Human Resources Division must occur prior to advertising the position.

(8) The Chief Human Resources Officer (or delegate) approves the position classification level.

Section 3 - Key Requirements

Requests for Position Evaluation

New and Vacant Positions

(9) The Authorised Officer identifies a need for a new position or reclassification of a vacant position and consults with Human Resources Division.

(10) Human Resources Division will support and advise the Authorised Officer to:

a. identify an existing job profile that can be mapped to the position, and contextualise if needed; or
b. submit a request for a new/edited job profile.

(11) If an existing job profile can be mapped, Human Resources Division will complete an internal peer review of the mapping to ensure integrity in levels across the organisation.

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(12) A request for a new/edited job profile will require a committee evaluation by Human Resources Division.

(13) Human Resources Division will communicate the outcome to the Authorised Officer and recruitment may proceed in accordance with the provisions of the Recruitment, Selection and Appointment Policy and Procedure.

(14) Where approved by the Authorised Officer, a professional position can be advertised with two different position descriptions at two different HEW classification levels and the successful applicant is appointed at a specific level. If the successful applicant is initially appointed at the lower of the two levels, the process to appoint them to the higher-level position is no longer a broadband progression but a reclassification. This can be expressed in the advertisement of the position.

Existing Occupied Positions

(15) The staff member or Authorised Officer identifies that a position's duties have changed over time and the position's classification may no longer reflect the work value of the position. The Authorised Officer consults with Human Resources Division to reassess the requirements of the position.

(16) A discussion should occur with the relevant staff member when the Authorised Officer is assessing the requirements of the position.

(17) Human Resources Division will support and advise the Authorised Officer to determine if:

a. significant change in duties has occurred; or
b. significant change in duties has not occurred; or
c. the staff member must be directed to perform the duties outlined in their original position description or job profile.

(18) Where the Authorised Officer considers the duties of the position have changed significantly, a Manager Request for Position Classification must be submitted to Human Resources Division to:

a. determine if an existing job profile can be mapped to the position (and contextualised if required); or
b. if an evaluation is required.

(19) Where the Authorised Officer determines significant change to the duties of the position has not occurred, the staff member may still submit an Employee Request for Position Classification to Human Resources Division for evaluation in accordance with the Enterprise Agreement.

(20) The staff member may only initiate a request to evaluate their position's classification once in a 12-month period. Human Resources Division will communicate the outcome to the staff member and Authorised Officer.

(21) If the Authorised Officer directs the staff member to perform the duties in the original position, no further action will be taken.

Evaluation of Positions

(22) Where an evaluation is undertaken, an evaluation panel comprised of Human Resources Division representatives and a job family representative (where possible) will assess the role and determine a classification level, ensuring parity and consistency.

(23) The Senior Manager, Total Rewards will undertake a moderation role for evaluations as required.

(24) The staff member and Authorised Officer will be notified of the outcome of the evaluation.

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(25) The staff member or Authorised Officer can appeal a classification outcome decision by submitting a written application to Human Resources Division within five days of notification of the decision. The decision of this appeal is final.

Section 4 - Roles, Responsibilities and Accountabilities

Role	Actions
Authorised Officers	Ensure the classification level of a new or vacant position has been evaluated and determined prior to conducting a recruitment process. Submit requests to Human Resources Division to evaluate the classification of new positions, and vacant and occupied positions where the work value has substantially changed.
Human Resources Division	Complete peer or committee evaluations as required. Assess requests for and conduct position classification evaluations. Provide advice and assistance to staff about UQ position classifications and the evaluation process. Support the appeals process.
UQ Staff	Discuss substantial changes to their position description with their Supervisor prior to submitting an Employee Request for Position Classification.

Section 5 - Monitoring, Review and Assurance

(26) The Chief Human Resources Officer is responsible for continuous monitoring of the effectiveness, application and improvement of this Procedure.

Section 6 - Recording and Reporting

(27) Recording and reporting are completed in accordance with legislative and UQ requirements.

(28) Human Resources Division is responsible for retaining records in relation to evaluation and classification of professional positions in accordance with the Information Management Policy and the Privacy Policy and associated procedures.

(29) All transactions, activities and approvals are recorded via UQ's HCMS.

Section 7 - Appendix

Definitions

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the Human Resources Sub-delegations Schedules.
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026 or as amended or replaced.
HEW (Higher Education Worker) Level 1-9	As defined in the Enterprise Agreement.

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Term	Definition
Job Architecture	An established and consistently applied framework for how jobs are organised and structured within UQ.
Job Family Representative	Someone who is nominated by the relevant Job Family Group owner and is trained in the approved methodology (currently the Hay job evaluation methodology).
Job Profile	Is a record of information about a job based on the classification structure and job descriptors contained in the UQ Enterprise Agreement.
Peer Review	Review of the Job Profile selected in a Job Requisition by a Total Rewards specialist in Central HR, separate from the Organisational Unit where the position will be appointed.
Staff	Continuing and fixed-term professional and research-related professional staff at HEW levels 1-9.
Work Value	The work value of the position incorporates the training, experience and skills required to perform the duties and responsibilities required of the position.

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