

Policy Title: Organisation Structure and Position Establishment

Policy Owner: Director, Human Resources Service Centre

Keywords: New Position; Reclassification; Job Evaluation; Professional Staff; Staffing Establishment; Management

Policy Code: PL156 / hr113

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1. INTENT

To ensure the University provides an effective and consistent approach to the establishment of new professional staff positions, determination of a position's classification and management of its staffing establishment that records the organisation's structure, reporting relationships and position details, to accurately reflect current operations.

It is essential that throughout relevant processes where decisions are being made, due regard is given to the University's commitment to equity and the building of an agile and internationally competitive workforce that reflects the diversity of its community.

2. ORGANISATIONAL SCOPE

This policy applies to all Edith Cowan University positions.

3. PRINCIPLES

3.1 Position Establishment, Classification and Management

- a) All professional staff positions will have an approved position description (endorsed by HRSC) that defines the specific role, accountabilities and capabilities, which forms the basis for determining the appropriate classification (HEW Levels 1 – 10).

In all instances, position descriptions and classifications will be in accordance with existing generic descriptors and /or benchmark positions. Any variation from these standards must involve HRSC and approvals of such will be in accordance with the [HR Delegations](#).

- b) Short, fixed-term professional staff positions that are additional to the establishment should have an approved position description and have the classification determined prior to recruitment or appointment or can be based upon an appropriate generic or existing position description.
- c) Wherever possible, position descriptions shall be based upon generic occupational or job family descriptors to avoid unnecessary over specification of roles.
- d) Each position should be reviewed at least once every three (3) years or upon becoming vacant, to ensure that the position description and classification are an accurate reflection of the job.
- e) A position's classification will be determined on the basis of a work value assessment undertaken using the Professional Staff Classification Structure and HAY Job Evaluation methodology.
- f) Creation of a new position and/or the classification determination will be approved in accordance with the [HR Delegations](#).

3.2 Staffing Establishment

- a) The University's Human Resources Information System (HRIS) is the source of all official establishment records. All Schools, Institutes and Service Centres are required to maintain an accurate record of their staffing establishment on the HRIS.
- b) Line Managers will be responsible for ensuring all changes to staffing establishment are approved in accordance with the [HR Delegations](#) and that all records are updated and accurately maintained.
- c) The establishment of new or modification of existing staffing establishment will be approved in accordance with the [HR Delegations](#) prior to any other HR management actions (e.g. recruitment, appointment, restructure, redundancy).

4. POLICY CONTENT

4.1 Position Establishment, Classification and Management

- a) The creation of a new Professional staff position will be in accordance with the respective School/Service Centre staffing and business plans.
- b) Determination of a position's classification shall be undertaken for the following reasons:
 - Creation of a new position;
 - Organisation re-structure;
 - Major change to a position specification (eg. role, accountabilities);
 - Request for classification review; and/or
 - Prior to recruitment process.
- c) A manager or occupant(s) of a position are eligible to initiate a review and obtain a classification determination for the position at any time, but not within one (1) year of either a previous determination being finalised, the occupant(s) being appointed to the position or as a result from a change management process.

- d) In the event of a significant ongoing change to the role, accountabilities or capabilities for a position, the manager will initiate a review of the position description and classification and liaise with HRSC.
- d) The review of an existing position shall not be an appraisal of the occupant(s) of the position nor is it a process to reward individuals for meritorious performance.
- f) Where an existing position has been reclassified to a higher HEW Level, the substantive occupant(s) will be reclassified along with the position, where the occupant(s) has:
 - Been in the position for a minimum period of one (1) year; and
 - Demonstrated satisfactory performance as documented and assessed as part of the University's Performance Management system; and
 - In the instance that the occupant(s) has been in the position for less than a year, the position may be subject to the university's standard recruitment process or other determination, as approved.
- g) A position's occupant may appeal a classification determination in accordance with the process defined in the relevant industrial instrument.
- h) Approved position descriptions and classification records will be registered and maintained by HR Service Centre and are available to all employees.

4.2 Staffing Establishment

- a) Changes to the staffing establishment will result from, but not be limited to:
 - Establishment of a new organisation unit(s)
 - Restructure or disestablishment of organisation unit(s)
 - Re-titling an organisation unit(s)
 - Establishment of new positions(s)
 - Reclassification of position(s)
 - Disestablishment of positions(s)
 - Transfer of position(s) between organisation units
 - Modification of position title/status/fraction/location
- b) The staffing establishment will include organisation unit structure/titles, position number, type and composition.
- c) The required information that defines the staffing establishment is prescribed in Schedule 1, attached to this policy.

Further information is available on the [Planning, Structures and Positions](#) website, HRSC.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, the Director, Human Resources, has overall responsibility for the content of this policy and its operation in ECU.

Those identified in the scope of this policy are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- The [HR Delegations](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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