11 POSITION CLASSIFICATION (PROFESSIONAL AND GENERAL STAFF)

11.1 The provisions of this Clause 11 apply only to Professional and General Staff Members.

11.2 The University will classify all Professional and General Staff positions according to the work value descriptors specified in Schedule 7, Classification Standards (Professional and General Staff).

11.3 The University will evaluate the classification of a position:
   a) upon the creation of a new position; or
   b) where major changes are made to an existing position description; or
   c) upon request for reclassification under Clause 11.x.

11.4 The Director, People and Culture may review and rescind position changes that are not in line with organisational establishment and planning.

11.5 Joint Level Classifications

11.5.1 A position may be classified as a joint level classification.

11.5.2 A joint level classified position is a position where the work is able to be undertaken at either the training level or qualifications of one HEW level work value descriptor or at the training level and qualifications at the next highest HEW level work value descriptor.

11.5.3 Where a Staff Member occupies a joint level classified position they will be deemed to hold a position classified at the HEW level corresponding to the step at which they are remunerated within that jointly classified position.

11.5.4 Levels 1 and 2 are a joint level classification.

11.5.5 A Staff Member who occupies a Level 3 position, and whose performance is assessed to be satisfactory, may progress through each increment to the highest step of Level 4 if:
   a) Level 4 competencies are stated in a current work plan, developed in accordance with Clause 55, Work Planning and Performance Review;
   b) the Staff Member has attained the specified competencies; and
   c) the Level 4 duties are required to be done.

11.6 Position Reclassification Requests

11.6.1 An application for position reclassification may be made to the Director, People and Culture or nominee by:
11.6.2 A Staff Member may apply for reclassification of a position no more than once every 24 months, unless otherwise authorised by the Director, People and Culture or nominee.

The reclassification process will deal with the assessment of the position and not:

   a) the Staff Member’s performance in the position;
   b) the length of service of the Staff Member who occupies the position;
   c) any qualification, skills and experience the Staff Member who occupies the position may have;
   d) budgetary considerations and funding sources;
   e) one-off short term projects or duties performed in addition to the Staff Member’s substantive position description; and
   f) increase(s) in the work volume.

11.6.3 The University will employ methods to ensure equity, consistency, internal relativity and currency in the measurement of work value of positions consistent with the work value descriptors.

11.7 Timeframes

11.7.1 Fair and reasonable timeframes will be adhered to throughout the reclassification process.

11.7.2 The evaluation of applications for reclassification will be completed within 3 months of submission of application unless an extension of time for the evaluation of no greater than 3 months is agreed to by the University and the applicant.

11.7.3 The effective date of reclassification under this Clause 11 is the beginning of the next pay period following the receipt of the application by the Director, People and Culture or nominee.

11.8 Review of Reclassification Determination

11.8.1 An applicant may apply to have the reclassification result reviewed and assessed by external position classification assessor within 4 weeks of receipt of advice of the reclassification outcome.

11.8.2 A copy of the external assessment report will be provided to the applicant.
11.9 Reclassification Dispute

11.9.1 If the applicant is not satisfied with the review determination(s) under this Clause 11, they may lodge a dispute application with the FWC within 21 days of the date of notification of the University’s determination.

11.9.2 A dispute notified with the FWC in accordance with this clause is deemed to have complied with the Dispute Resolution procedure described in Clause XX for the purpose of enlivening the jurisdiction of the Fair Work Commission.

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