THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Procedure:

Classification of Professional Employee Positions

Effective: 31 March 2026

Audience: Staff

Policy Category: Management
Policy Sub-category: Human Resources

Key words:	Classification, Job Design, Position
Procedure Owner:	Chief People Officer
Responsible Officer:	Director, People Services
Review Date:	March 2029

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1 PURPOSE

1.1 This Procedure establishes the process for classifying professional employee positions in accordance with *The University of Notre Dame Australia Staff Enterprise Agreement 2022 -2026* (the Enterprise Agreement) and its successors.

2 RELATED POLICIES AND REGULATIONS

2.1 This Procedure must be read in conjunction with the Enterprise Agreement.

2.2 The *Policy: Recruitment and Selection* and *Procedure: Recruitment and Selection* include principles and requirements for designing new and reviewing existing position descriptions.

2.3 The *Policy: Performance Development* and *Procedure: Performance Development* include principles and requirements for review of employee position descriptions as part of annual performance planning and development.

3 POSITION CLASSIFICATION

Classification

3.1 Professional employee positions will be classified in accordance with clause 12 of the Enterprise Agreement.

3.2 The classification of a position must be based on work value, having regard to the following factors:

3.2.1 the responsibilities and skills required

3.2.2 comparisons of the work requirements of the position with other positions having similar duties, responsibility, and skill requirements

3.2.3 the structural relationships of the positions, and

3.2.4 the principles of pay equity. The term “classification” relates to the position, not to the individual.

3.3 The process for classification of professional employee positions is aimed at ensuring consistent application of the classification descriptors in Schedule G of the Enterprise Agreement. It is not intended as a process for comparison with positions outside the University.

3.4 A position’s classification will not ordinarily be reviewed within 12 months of its last review unless a significant restructure of the work area has taken place.

Position descriptions

3.5 Position descriptions describe the purpose of the position, key responsibilities, reporting relationships and any other key requirements and attributes of the position and must be written using the standard template maintained by People and Culture.

3.6 The key accountabilities and desired outcomes for a position description should be dictated by the performance measures of the business unit and support the University’s overall future strategy.

3.7 New position descriptions or substantive changes to position descriptions for existing positions must be submitted to People and Culture for assessment and confirmation of the classification.

Process for classification

3.8 For a new position or a change to an existing vacant position, the supervisor in consultation with the relevant Senior Human Resources Business Partner will:

3.8.1 draft a position description and complete either the Request For a New Position Form (new position) or Position Variance Form (change to an existing position)

3.8.2 obtain endorsement from the relevant Senior Leader and Finance Business Partner, and

3.8.3 submit the endorsed position description and accompanying form for assessment via the People and Culture Service Portal.

3.9 Upon receiving the position description and accompanying form, People and Culture will conduct an assessment against the classification descriptors for professional employees with reference to the factors set out in sub-clause 12.2 of the Enterprise Agreement. People and Culture may request more information where this is required to complete the assessment, or it may recommend changes to the position description.

3.10 Final confirmation of the position classification is subject to approval by the Director, People Services.

3.11 Following approval of the position classification, People and Culture will notify the relevant senior leader and the supervisor of the outcome.

3.12 Approval of a position classification by Director, People Services does not constitute approval to establish or fill a position which remains subject to budget and other approval as per the *Standing Delegations of Authority*.

4 POSITION RECLASSIFICATION

Reclassification

4.1 In accordance with clause 12.5 of the Enterprise Agreement, an employee who has worked for the last 12 months or more in a continuing or fixed-term position may initiate a claim for reclassification of that position.

4.2 A supervisor may also, in consultation with the employee, refer a revised position description for reclassification for a reason, that includes but is not limited to workplace change, job redesign or an organisational restructure.

4.3 Under this Procedure an employee's position can only be reclassified once, and to one level above or below its current classification. Any further requests for reclassification must be submitted to the Chief People Officer who will define a process for review that meets the individual circumstances in accordance with the Enterprise Agreement.

Process for reclassification

4.4 Where a position reclassification is proposed in accordance with clause 4.1 or clause 4.2 of this Procedure the supervisor will:

4.4.1 review the position description in consultation with the employee to reach agreement on any revisions to ensure it accurately describes the required accountabilities and outcomes for the position

4.4.2 complete the required form for reclassification and obtain endorsement for the proposed reclassification from the relevant Senior Leader and Finance Business Partner, and

4.4.3 submit the revised position description and accompanying form for assessment via the People and Culture Service Portal.

4.4.4 Where an employee and their supervisor are unable to agree on a revised position description, the matter must be referred to the relevant Senior Leader who will determine any revisions to the position description, taking into consideration the views of the employee and the supervisor.

4.5 Upon receipt of the revised position description and accompanying form, People and Culture will complete an assessment against the classification descriptors for professional employees in the Enterprise Agreement to determine whether reclassification is warranted due to the following criteria.

4.5.1 Ongoing significant change(s) to the scope or function required of the position.

4.5.2 Significant structural change that reflects a change in accountability (rather than workload).

4.5.3 Required re-allocation of work.

4.5.4 Circumstances such as a natural evolution due to changing technology or standards coupled with a requirement for higher qualification or training required to meet the outcomes.

4.6 People and Culture may request more information where this is required to complete their assessment, or it may recommend further changes to the position description

4.7 Upon completion of the assessment, the proposed position reclassification will be referred to the Director, People Services with a recommendation to either approve or not approve the reclassification.

4.8 Following the decision of the Director, People Services, People and Culture will notify the employee, their supervisor and the relevant Senior Leader of the outcome in writing.

4.9 An approved reclassification will be effective from the date that People and Culture received the request for reclassification, subject to the incumbent meeting any minimum requirements including qualification, training, and compliance outlined in the revised position description.

4.10 Where an employee's claim for reclassification is unsuccessful, the employee has the right to appeal in accordance with clause 12.6 of the Enterprise Agreement.

5 RELATED DOCUMENTS

5.1 *The University of Notre Dame Australia Staff Enterprise Agreement 2022 -2026*

5.2 *Policy: Employee Remuneration*

5.3 *Policy: Recruitment and Selection*

5.4 *Procedure: Recruitment and Selection*

5.5 *Policy: Performance Development*

5.6 *Procedure: Performance Development*

6 DEFINITIONS:

6.1 For the purpose of this Procedure, the definitions outlined in *The University of Notre Dame*

Australia Staff Enterprise Agreement 2022 -2026 and the *Policy: Employee Remuneration* apply.

Version	Date of approval	Approved by	Amendment
1	31 March 2026	Acting Chief People Officer	Effective date - new Procedure.