

Delegation Schedule B - Delegations Relating to Human Resources

Function	Holders and Limits	Document Reference and Guidance	
Positions and Classification			
This schedule is to be read in conjunction with the Delegations (Administrative) Policy, including the requirements that expenditure may only be incurred subject to approved budget or other sources of funds.			
B1	Approve the establishment and deletion of positions within Category 8.	Category 10 - Not delegated.	
B2	Approve the establishment of academic and professional staff positions below Category 8.	<p>Vice-Chancellor and President - Academic Level A - E and up to Category 7</p> <p>Deputy Vice-Chancellor and Vice-President, Academic - Academic Level A - D, and up to and including Category 6 (within their divisional portfolio)</p> <p>Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International - Academic Level A - D, and up to and including Category 6 (within their divisional portfolio)</p> <p>Vice-President, Finance and Resources - professional staff positions up to and including Category 6 (within their divisional portfolio)</p> <p>Vice-President, People and Advancement - professional staff positions up to and including Category 6</p>	<p>Administrative Notes</p> <p>The process requires submission to the Staffing Committee before the delegation is exercised, unless prior approval has been given by the Vice-Chancellor and President.</p>
B3	Approve minor variations to establishment in relation to campus change, cost centre change, reporting line change, and position fraction change.	<p>Vice-Chancellor and President</p> <p>Category 8 - for staff within their division</p> <p>Executive Director, Human Resources</p> <p>Senior HR Partner</p>	
B4	Approve minor variations to establishment in relation to job title change and length of contract changes.	Executive Director, Human Resources	
B5	Approve recommendations from position evaluations and the classification and re-classification of professional staff positions.	<p>Vice-Chancellor and President - HEW 10 and above</p> <p>Vice-President, People and Advancement - Up to HEW 9</p> <p>Executive Director, Human Resources - Up to HEW 9</p>	
B6	Approve conditions of employment for any positions not covered by the staff agreements.	Vice-Chancellor and President	

B7	Approve position descriptions, including modification for all academic and professional staff positions.	Vice-Chancellor and President - For Category 7/8 and Level E positions Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International - Up to Level D Deputy Vice-Chancellor and Vice-President, Academic - Up to Level D Vice-President, People and Advancement - Category 6 and HEW 10 and above Executive Director, Human Resources - Up to HEW 9	
Recruitment and Appointment			
B8	Approve internal and external recruitment action being initiated for academic and professional staff positions and approve the composition of selection committees.	Vice-Chancellor and President - For Category 7/8 and Level E positions Dean - Up to Level D Director, University Research Institute - Up to Level D Category 8 - HEW 10 Category 7 - Up to HEW 9 Category 6 - Up to HEW 9 Vice-President, People and Advancement - For Category 6 positions	Conflict of Interest Policy Recruitment and Selection Policy Administrative Notes The exercise of this delegation is subject to compliance with any requirements or restrictions imposed under the Budget framework. The process requires submission to the Staffing Committee before the delegation is exercised unless prior approval has been given by the Vice-Chancellor and President.

B9	Approve the recommendations of the selection committee.	<p>Vice-Chancellor and President - For Category 7/8 and Level E positions Dean - Up to Level D Director, University Research Institute - Up to Level D Category 8 - HEW 10 Category 7 - Up to HEW 9 Category 6 - Up to HEW 9 Vice-President, People and Advancement - For Category 6 positions</p>	<p>Appointment By Invitation Policy Conflict of Interest Policy Delegations (Administrative) Policy Recruitment and Selection Policy</p> <p>Administrative Notes Subject to approval by authorised delegate of conditions set out in other policies. For example, Vice-Chancellor and President must approve business class travel for other than Executive staff and all salary loadings.</p> <p>Level D and E appointments to be endorsed by the Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International prior to approval of the Selection Committee report.</p> <p>Refer to the Delegations (Administrative) Policy for reference to where the position approving the appointment has participated on the selection committee.</p> <p>Refer to the Standard Research Start-Up Funds packages for Academic Staff Guidelines on the Recruitment webpage.</p>
B10	Approve conditions of employment and sign letters of offer of employment.	<p>Category 10 - For Vice-Chancellor and President's position Vice-Chancellor and President - For Category 7/8 positions Executive Director, Human Resources - Up to Category 6 and up to HEW 9 positions and academic Level A - E Senior HR Partner - Up to Category 5 and up to HEW 9 positions and academic Level A - E Recruitment Consultant - Up to Category 5 and up to HEW 9 positions and academic Level A - E</p>	<p>Recruitment and Selection Policy</p> <p>Administrative Notes Subject to approval by authorised delegate of conditions set out in other policies. For example, Vice-Chancellor and President must approve business class travel and salary loadings.</p>
B11	Approve variations of conditions in letters of offer of employment including extensions of contract without further variation, change in reporting lines, interim changes to reporting lines, change of job title.	<p>Vice-Chancellor and President - For category 6 and above Category 8 - Up to Category 5 Executive Director, Human Resources - Up to Category 5</p>	

Fixed Term and Casual Appointments			
B12	Approve recruitment action and appointment of fixed term and casual academic and professional staff positions for periods less than six months consistent with University policy and within budget.	Category 8 Category 7 Category 6 Category 5 Category 4 Category 3 Category 2	Conflict of Interest Policy Administrative Notes For appointments of more than six months or re-appointments, the normal process for recruitment and appointment above applies.
B13	Approve recruitment action and appointment of fixed term and casual academic and professional staff positions for periods less than six months (e.g. research assistants) from research project numbers and consistent with University policy and within budget.	Deputy Vice-Chancellor and Vice-President, Academic Deputy Vice-Chancellor and Vice-President, Research, Engagement, Development and International Pro Vice-Chancellor, Research and Innovation Category 6 - Up to HEW 9 Category 1A - Up to HEW 6	Academic Staff Agreement 2014 Conflict of Interest Policy Professional Staff Agreement 2014 Recruitment and Selection Policy Administrative Notes For appointments of more than six months or re-appointments, the normal process for recruitment and appointment above applies.
B14	Approve payment of hours worked by fixed term and casual staff members not exceeding appointment approval.	Category 4 Category 3 Category 2 Relevant Line Supervisor	
B15	Approve conversion of casual staff to fixed-term or ongoing employment, and conversion of fixed-term staff to ongoing in line with the provisions of the Staff Agreements.	Executive Director, Human Resources	Academic Staff Agreement 2014 Professional Staff Agreement 2014
Probation			
B16	Confirm employment after probationary period for professional and academic staff in accordance with relevant employment agreement.	Category 8 Category 7 Category 6	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B17	Approve termination of professional staff upon a recommendation in a probation review report.	Category 8 - for their division Executive Director, Human Resources	Professional Staff Agreement 2014
Salary Increments			
B18	Approve annual salary increments within salary levels in accordance with relevant employment agreement provisions.	Relevant Line Supervisor	Academic Staff Agreement 2014 Professional Staff Agreement 2014

B19	Approve salary advancement to Level E Step 2 by invitation on recommendation of the relevant Dean or Director, Research Institute.	Category 9	Appointment By Invitation Policy
Broadbanding Positions			
B20	Approve recommendation to broadband positions following evaluation and approve move to higher HEW level in broadbanded position.	Executive Director, Human Resources	Professional Staff Agreement 2014
Variation of Hours			
B21	Approve variations to the hours of work (i.e. number of hours/days worked per week) undertaken by staff who are employed on an ongoing basis with the University.	Category 7 Category 6 Category 5	
Overtime, Higher Duties and Time in Lieu			
B22	Approve the working of overtime and the payment thereof within budget and policy and relevant staff agreement.	Category 7 Category 6 Category 5 Category 4 Category 3	Professional Staff Agreement 2014
B23	Approve time-in-lieu for professional staff and the taking thereof.	Relevant Line Supervisor	Professional Staff Agreement 2014
B24	Approve the undertaking of higher duties for a maximum of eight weeks and determine the level of allowance for professional staff in accordance with procedures in relevant employment agreement and policy.	Category 7 Category 6 Category 5 Category 4	Professional Development Policy Professional Staff Agreement 2014 Administrative Notes Note: a staff member cannot approve higher duties for their own position under the Delegations (Administrative) Policy.
Outside or Additional Employment			
B25	Approve staff member undertaking outside employment or consultancy assignments additional to and separate from their normal duties with the University.	Category 8 Category 7 Category 6	Additional Work Policy External Work Policy
B26	Approve a staff member undertaking additional work as part of their employment with the University.	Category 7 Category 6	Academic Staff Agreement 2014 Additional Work Policy
Senior Acting Appointments			

B27	Approve acting Category 7 and 8 appointments.	Vice-Chancellor and President	Executive Level Acting Arrangements Policy
B28	Approve acting Category 5 and 6 appointments.	Vice-Chancellor and President Category 8 Category 7	Executive Level Acting Arrangements Policy
Rehabilitation Adjustments			
B29	Approve formal worker rehabilitation plans.	Vice-President, People and Advancement Executive Director, Human Resources Associate Director, Work Health and Safety	
Gift and Benefit Acceptance			
B30	Approve the acceptance of a gift or benefit with a value of \$50 or more by academic and professional staff.	Vice-Chancellor and President Category 8 Category 7 Category 6	Gift and Benefit Acceptance and Management Policy Gift and Benefit Reporting and Registration Procedure Administrative Notes Staff are to report gifts of \$50 or more in value in accordance with the above policy and procedure.
Leave			
B31	Approve leave in advance or in excess of entitlement where exceptional circumstances exist.	Vice-President, People and Advancement Executive Director, Human Resources	
B32	Approve leave, apart from long service leave, subject to relevant employment agreement conditions and leave policies (except as provided for in this document).	Relevant Line Supervisor	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B33	Approve applications for leave without pay subject to relevant employment agreement.	Category 7 - For periods up to and including 12 months Category 6 - For periods up to and including 12 months Category 8 - For periods in excess of 12 months	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B34	Approve long service leave subject to relevant employment agreement conditions and leave policies where accrued entitlement exists.	Category 8 Category 7 Category 6	Academic Staff Agreement 2014 Professional Staff Agreement 2014
B35	Approve annual close down dates, including concessional days and mandated leave days, and arrangements.	Category 9	Academic Staff Agreement 2014 Professional Staff Agreement 2014
Staff Development, Secondments and Study Leave			
B36	Approve staff development, secondments, external exchange arrangements, job shadowing opportunities, visiting fellowships and similar development opportunities.	Category 8 Category 7 Category 6	Professional Development Policy

B37	Approve applications for study leave and Education Support Allowance.	Category 8 Category 7 Category 6 Category 5 Category 4	Professional Development Policy
Redundancy and Early Voluntary Retirement			
B38	Approve the offer and acceptance of redundancy and early voluntary retirement for academic and professional staff.	Vice-Chancellor and President Category 8 - for staff within their division	
Disciplining Staff			
B39	Approve the disciplining of staff including termination in accordance with relevant employment agreement.	Vice-Chancellor and President	Academic Staff Agreement 2014 Professional Staff Agreement 2014
Policy Related Delegations			
B40	For approvals relating to the promotion of academic staff.	None	Promotion to Associate Professor Policy Promotion to Level B and Level C Policy Promotion to Professor Policy
B41	For approvals relating to appointments by invitation, conjoint appointments and visiting and adjunct appointments.	None	Appointment By Invitation Policy Conjoint Appointments Policy Honorary Titles and Awards Policy Honorary Titles and Awards Procedures
B42	For approvals relating to clinical loading and recruitment and retention loading.	None	Clinical Loadings Policy Recruitment and Selection Policy Staff Loadings and Responsibilities Allowance Policy
B43	For approvals relating to academic development program.	None	Academic Development Program (ADP) Policy