

Delegation Schedule II - Human Resources Delegations

This Schedule II is to be read in conjunction with the Delegations of Authority Policy.

Note: A power to exercise a delegation by reference to a Category (eg. Category 6) refers to a position which is designed as a particular Category for the purposes of the Delegations of Authority Policy.

| | Function | Holders and Limits | Document Reference and Guidance |
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| Establishment of Positions | | | |
| II1 | Approve establishment or disestablishment of Category 8 positions | Board of Trustees - not delegated | |
| II2 | Approve establishment or disestablishment of academic positions and professional staff positions below Category 8 | <p>Vice-Chancellor and President - Academic staff Levels A to E. All Professional Staff Categories 7 and above.</p> <p>Deputy Vice-Chancellor and Vice-President, Education - Levels A to D and all Professional Staff up to Category 6 (within Division).</p> <p>Senior Deputy Vice-Chancellor, Research, Enterprise and Global - Levels A to D and all Professional Staff up to Category 6 (within Division).</p> <p>Provost - Academic staff Levels A to E and all Professional Staff up to Category 6 (within Division)</p> <p>Senior Vice-President and Chief Operating Officer - All Professional Staff positions up to Category 6 (within Division).</p> <p>Vice-President, Finance and Chief Financial Officer - All Professional Staff positions up to Category 6 (within Division).</p> <p>Vice-President, Operations and Commercial - All Professional Staff positions up to Category 6 (within Division).</p> <p>Vice-President, Strategy and Governance - Academic Level A - D and all Professional staff up to Category 6 (within Division)</p> <p>Chief People Officer - All Professional Staff positions up to Category 5.</p> | <p>Administrative Notes</p> <p>This delegation can only be exercised subject to direction of the Vice-Chancellor and President.</p> |
| II3 | Approve changes to position titles or extensions of length of contract | Chief People Officer | <p>Administrative Notes</p> <p>This delegation can only be exercised with prior endorsement of affected employee's supervisor and relevant Division head.</p> |

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| I14 | Approve changes to employee's campus location, salary cost centre, reporting lines and changes to position fraction | Vice-Chancellor and President Category 8 - staff within Division Chief People Officer Executive Director, Employment Relations | Administrative Notes This delegation is subject to relevant Academic or Professional Staff Agreement processes for change management. |
| I15 | Approve classification or reclassification of professional staff positions (based on position evaluations) | Vice-Chancellor and President - all positions Senior Vice-President and Chief Operating Officer - up to Category 4 Chief People Officer - up to Category 4 | Professional Staff Agreement 2022 Recruitment and Selection Policy |
| I16 | Approve or modify position descriptions for academic and professional staff | Vice-Chancellor and President - all positions Senior Deputy Vice-Chancellor, Research, Enterprise and Global - Academic Levels A to E within Division Deputy Vice-Chancellor and Vice-President, Education - Academic Levels A to E within Division Provost - Academic Levels A to E within Division Senior Vice-President and Chief Operating Officer - Professional Staff up to Category 6 Vice-President, Strategy and Governance - Academic Level A - E within Division Chief People Officer - Professional Staff up to Category 6 (includes approving minor uniform changes to position descriptions for Category 6 and below) | Academic Staff Agreement 2022 Professional Staff Agreement 2022 |

Recruitment and Appointment

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| <p>117</p> | <p>Approve internal or external recruitment for academic and professional staff including all related actions, such as approval of composition and recommendations of selection committee</p> | <p>Vice-Chancellor and President - all positions Senior Deputy Vice-Chancellor, Research, Enterprise and Global - Academic staff Levels A to D, Professional Staff up to Category 6 (within Division) Deputy Vice-Chancellor and Vice-President, Education - Academic staff Levels A to D, Professional Staff up to Category 6 (within Division) Senior Vice-President and Chief Operating Officer - Academic staff Levels A to D, Professional Staff up to Category 6 (within Division) Vice-President, Finance and Chief Financial Officer - Professional Staff up to Category 6 (within Division) Vice-President, Operations and Commercial - Professional Staff up to Category 6 (within Division) Vice-President, Strategy and Governance - Academic staff Levels A to D, Professional Staff up to Category 6 (within Division) Provost - Academic staff Levels A to E and all Professional staff up to Category 6 (within Division) Dean - Academic staff Levels A to D, Professional Staff HEW 9 and below (within School) Director, Research Institute - Academic Staff Levels A to D (not within School), Professional Staff HEW 9 and below Category 7 - Up to HEW 9 Category 6 - Up to HEW 9</p> | <p>Appointment By Invitation Policy Recruitment and Selection Policy</p> <p>Administrative Notes Subject to direction given by the Vice-Chancellor and President from time to time.</p> |
| <p>118</p> | <p>Approve conditions of employment and variations (including changes to salary and contract renewal or extension) for positions not covered by University staff enterprise agreements, including related actions such as signing letters of offer</p> | <p>Board of Trustees - Vice-Chancellor and President Vice-Chancellor and President - Categories 7 and 8</p> | <p>Appointment By Invitation Policy Recruitment and Selection Policy Remuneration (Executive and Senior Managers) Framework Policy Staff Loadings and Responsibilities Allowance Policy</p> |
| <p>119</p> | <p>Approve conditions of employment and variations (including salary) for positions covered by staff enterprise agreement, including all related actions such as signing letters of offer</p> | <p>Chief People Officer - up to Category 6, HEW 9 and Academic Levels A to E Executive Director, Employment Relations - up to Category 6, HEW 9 and Academic Levels A to E Senior HR Partner - limited to signing letters of offer for already approved conditions of employment and variations</p> | <p>Academic Staff Agreement 2022 Professional Staff Agreement 2022 Recruitment and Selection Policy</p> |

| Casual and Fixed Term Appointments of Less than 6 Months | | | |
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| II10 | Approve internal or external recruitment and appointment of fixed term or casual academic or professional staff other than as specified in Schedule II11 below for less than 6 months (must be within approved budget) | Vice-Chancellor and President Category 8 Category 7 Category 6 | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Recruitment and Selection Policy Administrative Notes Subject to direction given by the Vice-Chancellor and President from time to time. |
| II11 | Approve internal or external recruitment and appointment of fixed term or casual academic or professional staff to be paid from funds in a research project code for less than 6 months (must be within approved budget) | Provost Deputy Vice-Chancellor and Vice-President, Education - within Division Vice-President, Strategy and Governance - within Division Category 6 - up to HEW 9 Category 1A - up to HEW 6 | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Recruitment and Selection Policy Administrative Notes Subject to direction given by the Vice-Chancellor and President from time to time. |
| II12 | Approve payments for hours worked by fixed term or casual staff not exceeding level of approved appointment | Category 4 Category 3 Category 2 Relevant Line Supervisor | |
| II13 | Approve conversion of casual staff to fixed term or ongoing employment, or conversion of fixed-term staff to ongoing employment | Chief People Officer | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Recruitment and Selection Policy |
| Probation | | | |
| II14 | Confirm employment following completion of satisfactory probationary period for professional and academic staff as endorsed by line supervisor | Vice-Chancellor and President Category 8 Category 7 Category 6 Category 5 Category 4 | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Administrative Notes Employment Contract (for staff not covered by Professional Staff Agreement) |
| II15 | Approve termination of academic staff on probation on recommendation of relevant Dean in probation review report | Vice-Chancellor and President Senior Deputy Vice-Chancellor, Research, Enterprise and Global Deputy Vice-Chancellor and Vice-President, Education Vice-President, Strategy and Governance Provost | Academic Staff Agreement 2022 |

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| II16 | Approve termination of professional staff on recommendation of line supervisor in probation review report | Vice-Chancellor and President Category 8 - within Division Chief People Officer | Professional Staff Agreement 2022 Administrative Notes Employment Contract (for staff not covered by Professional Staff Agreement) |
| Salary Increases Loadings | | | |
| II17 | Approve salary increments or increases as specified in relevant employment agreement | Relevant Line Supervisor | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Remuneration (Executive and Senior Managers) Framework Policy Administrative Notes Employment Contract (for staff not covered by Staff Enterprise Agreement) |
| II18 | Approve salary loadings (except clinical loadings - see Schedule II41) and total remuneration package increases for senior staff at Category 4 and above | Vice-Chancellor and President | Staff Loadings and Responsibilities Allowance Policy |
| Work Hours, Overtime and Hours in Lieu | | | |
| II19 | Approve variation to number of hours or days worked each week by staff employed on ongoing basis | Category 7 Category 6 Category 5 | Academic Staff Agreement 2022 Professional Staff Agreement 2022 |
| II20 | Approve overtime work or additional hours and payment for professional staff (must first be endorsed by line supervisor and within budget) | Category 7 Category 6 Category 5 Category 4 Category 3 | Professional Staff Agreement 2022 |
| II21 | Approve accruing and taking time in lieu for professional staff | Relevant Line Supervisor | Professional Staff Agreement 2022 |
| Higher Duties and Senior Acting Appointments | | | |

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| II22 | Approve higher duties work and allowance for professional staff to a maximum of 3 months | Category 7 - staff within accountability area Category 6 - staff within accountability area Category 5 - staff within accountability area Category 4 - staff within accountability area | Professional Development Policy Professional Staff Agreement 2022 Administrative Notes Employment Contract (for staff not covered by Professional Staff Agreement). A delegate cannot approve higher duties for their own position. |
| II23 | Approve acting arrangements for Executive and Senior appointments | Chancellor - Vice-Chancellor and President Vice-Chancellor and President - Categories 4 to 8 Category 8 - Categories 4 to 7 (within Division) Category 7 - Categories 5 and 6 (within accountability area only) Category 6 - Categories 4 and 5 (within accountability area only) | Executive Level Acting Arrangements Policy Professional Development Policy Administrative Notes A delegate cannot approve higher duties for their own position. |
| Outside or Additional Work and Secondments | | | |
| II24 | Approve outside employment or consultancy work with a third party that does not fall within terms of employment | Category 8 Category 7 Category 6 | Additional Work Policy Conflict of Interest Policy External Work Policy Administrative Notes Any approval must first be endorsed by employee's line supervisor. |
| II25 | Approve additional work in another role within the University that is different to their substantive role | Category 7 Category 6 | Academic Staff Agreement 2022 Additional Work Policy Conflict of Interest Policy Administrative Notes Any approval must first be endorsed by employee's line supervisor. |

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| II26 | Approve secondments to another role within the University for a fixed period of time | Category 8 Category 7 Category 6 | Professional Development Policy Recruitment and Selection Policy Administrative Notes Any approval must first be endorsed by employee's line supervisor and must take into account adverse resource impact on unit affected by secondment. |
| Professional Development and Study Leave | | | |
| II27 | Approve professional development, including external exchange arrangements, job shadowing opportunities, visiting fellowships and similar | Category 8 Category 7 Category 6 | Professional Development Policy |
| Approval of Leave | | | |
| II28 | Approve all types of leave, except long service leave, leave without pay or leave in advance or in excess of accrued entitlements. | Relevant Line Supervisor Chief People Officer - domestic violence leave - all staff | Academic Staff Agreement 2022 Professional Staff Agreement 2022 |
| II29 | Approve long service leave | Chancellor - Category 9 Vice-Chancellor and President - Category 8 and below Category 8 - Category 7 and below Category 7 - Category 6 and below Category 6 - Category 5 and below | Academic Staff Agreement 2022 Professional Staff Agreement 2022 |
| II30 | Approve leave without pay | Category 8 - Category 7 and below - exceeding 12 months Category 7 - Category 6 and below - 12 months or less Category 6 - Category 5 and below - 12 months or less | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Administrative Notes Any approval must first be endorsed by employee's line supervisor. |
| II31 | Approve purchase and taking of additional leave | Relevant Line Supervisor | Purchase Additional Leave Scheme Policy Administrative Notes Any approval must first be endorsed by employee's line supervisor. |
| II32 | Approve leave in advance or in excess of accrued entitlements where exceptional circumstances exist | Senior Vice-President and Chief Operating Officer Chief People Officer | Administrative Notes Any approval must first be endorsed by employee's line supervisor. |

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| I133 | Approve University annual close down dates, including concessional and mandatory leave days and arrangements | Vice-Chancellor and President | Academic Staff Agreement 2022 Professional Staff Agreement 2022 |
| Redundancy or Early Retirement | | | |
| I134 | Approve offer of redundancy or early voluntary retirement | Vice-Chancellor and President Category 8 - within Division | Academic Staff Agreement 2022 Professional Staff Agreement 2022 |
| Termination or Disciplinary Action | | | |
| I135 | Approve termination of employment or other disciplinary measures for unsatisfactory performance, misconduct, serious misconduct or research misconduct | Vice-Chancellor and President | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Administrative Notes These delegations are subject to employee's right of review under relevant staff agreement. |
| I136 | Approve termination of employment - ill health or injury | Vice-Chancellor and President Senior Vice-President and Chief Operating Officer | Academic Staff Agreement 2022 Professional Staff Agreement 2022 Administrative Notes Clauses 42 and 50 respectively. |
| Academic Staff Specific Delegations | | | |
| I137 | Approve promotion of academic staff | Vice-Chancellor and President - on recommendation of Academic Promotions Committee or as a retention incentive out of Promotion Committee session | Academic Promotions Policy |
| I138 | Approve appointment of academic or professional staff by invitation | Vice-Chancellor and President | Appointment By Invitation Policy |
| I139 | Approve conjoint appointments for clinical or research staff | Vice-Chancellor and President - Conjoint Professor Dean - Conjoint Associate Professor and below | Conjoint Appointments Policy |
| I140 | Approve visiting and adjunct appointments | Provost Vice-President, Strategy and Governance Senior Deputy Vice-Chancellor, Research, Enterprise and Global - Adjunct Professor Dean - Adjunct Fellow, Visiting Professor or Fellow Director, Research Institute - Adjunct Fellow, Visiting Professor or Fellow | Honorary Titles and Awards Policy Honorary Titles and Awards Procedures |

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| II41 | Approve clinical loadings for academic staff | Dean, School of Medicine - clinical loadings | Clinical Loadings Policy Recruitment and Selection Policy Staff Loadings and Responsibilities Allowance Policy |
| II42 | Approve salary advancement to Level E, Step 2 by invitation on recommendation of relevant Dean or Director, Research Institute | Vice-Chancellor and President | Academic Staff Agreement 2022 |

Organisational Changes

05/09/2024: Position title changed from Vice-President, Finance and Digital Services (VP, F & DS) to Vice-President, Finance and Chief Financial Officer (VP, F & CFO)