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
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	Vice-Chancellor and President - Academic staff Levels A to E. All Professional Staff Categories 7 and above. Provost - Academic staff Levels A to E and all Professional Staff up to Category 6 (within Division) Deputy Vice-Chancellor, Education and Students - Levels A to D and all Professional Staff up to Category 6 (within Division). Deputy Vice-Chancellor, Indigenous Leadership - Levels A to D and all Professional Staff up to Category 6 (within Division) Deputy Vice-Chancellor, Western Sydney and External Engagement - All Professional Staff positions up to Category 6. Deputy Vice-Chancellor, Research and Innovation - Levels A to D and all Professional Staff up to Category 6 (within Division) Chief Operating Officer - All Professional Staff positions up to Category 6 (within Division). Chief People Officer - All Professional Staff positions up to Category 5. Executive Dean - Academic Staff Levels A to E and all Professional staff up to Category 6 (within Faculty)	**Administrative Notes** This delegation can only be exercised subject to direction of the Vice-Chancellor and President.
II3	Approve changes to position titles or extensions of length of contract	Chief People Officer	**Administrative Notes** This delegation can only be exercised with prior endorsement of affected employee's supervisor and relevant Division head.

II4	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 Experience Executive Dean - within Faculty	**Administrative Notes** This delegation is subject to relevant Academic or Professional Staff Agreement processes for change management.
II5	Approve classification or reclassification of professional staff positions (based on position evaluations)	Vice-Chancellor and President - all positions Chief Operating Officer - up to Category 4 Chief People Officer - up to Category 4	Professional Staff Agreement 2022 Recruitment and Selection Policy
II6	Approve or modify position descriptions for academic and professional staff	Vice-Chancellor and President - all positions Provost - Academic Levels A to E within Division Deputy Vice-Chancellor, Education and Students - Academic Levels A to E within Division Deputy Vice-Chancellor, Research and Innovation - Academic Level A to E within Division Chief Operating Officer - Professional Staff up to Category 6 Chief People Officer - Professional Staff up to Category 6 (includes approving minor uniform changes to position descriptions for Category 6 and below) Executive Dean - Academic and Professional Staff within Faculty	Academic Staff Agreement 2022 Professional Staff Agreement 2022
Recruitment and Appointment			

II7	Approve internal or external recruitment for academic and professional staff including all related actions, such as approval of composition and recommendations of selection committee	Vice-Chancellor and President - all positions Provost - Academic staff Levels A to E and all Professional staff up to Category 6 (within Division) Deputy Vice-Chancellor, Education and Students - Academic staff Levels A to D, Professional Staff up to Category 6 (within Division) Deputy Vice-Chancellor, Indigenous Leadership - Academic staff Levels A to D, Professional Staff up to Category 6 (within Division) Deputy Vice-Chancellor, Western Sydney and External Engagement - Professional Staff up to Category 6 (within Division) Chief Operating Officer - Academic staff Levels A to D, 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 Executive Dean - Academic Staff Levels A to D, Professional Staff (within Faculty) Associate Director, Talent Acquisition	Appointment By Invitation Policy Recruitment and Selection Policy **Administrative Notes** Subject to direction given by the Vice-Chancellor and President from time to time.
II8	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	Board of Trustees - Vice-Chancellor and President Vice-Chancellor and President - Categories 7 and 8	Appointment By Invitation Policy Recruitment and Selection Policy Remuneration (Executive and Senior Managers) Framework Policy Staff Loadings and Responsibilities Allowance Policy
II9	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	Chief People Officer - up to Category 6, HEW 9 and Academic Levels A to E Executive Director, Employment Experience - up to Category 6, HEW 9 and Academic Levels A to E Lead People and Culture Officer - limited to signing letters of offer for already approved conditions of employment and variations Associate Director, Talent Acquisition	Academic Staff Agreement 2022 Professional Staff Agreement 2022 Recruitment and Selection Policy

Casual and Fixed Term Appointments of Less than 6 Months			
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, Education and Students - within Division Chief Operating Officer - 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 Executive Dean in probation review report	Vice-Chancellor and President Provost Deputy Vice-Chancellor, Research and Innovation Deputy Vice-Chancellor, Education and Students	Academic Staff Agreement 2022

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			

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 Integrity Compliance and Reporting Policy (Conflicts of Interest, Gifts, Benefits) 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 Integrity Compliance and Reporting Policy (Conflicts of Interest, Gifts, Benefits) **Administrative Notes** Any approval must first be endorsed by employee's line supervisor.

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	Chief Operating Officer Chief People Officer	**Administrative Notes** Any approval must first be endorsed by employee's line supervisor.

II33	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			
II34	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			
II35	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.
II36	Approve termination of employment - ill health or injury	Vice-Chancellor and President Chief Operating Officer	Academic Staff Agreement 2022 Professional Staff Agreement 2022
Academic Staff Specific Delegations			
II37	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
II38	Approve appointment of academic or professional staff by invitation	Vice-Chancellor and President	Appointment By Invitation Policy
II39	Approve conjoint appointments for clinical or research staff	Vice-Chancellor and President - Conjoint Professor Executive Dean - Associate Professor and below Dean - Conjoint Associate Professor and below	Conjoint Appointments Policy
II40	Approve visiting and adjunct appointments	Chief Operating Officer Deputy Vice-Chancellor, Research and Innovation - Adjunct Professor Dean - Adjunct Fellow, Visiting Professor or Fellow Director, Research Institute - Adjunct Fellow, Visiting Professor or Fellow Executive Dean - Adjunct Fellow, Visiting Professor or Fellow	Honorary Titles and Awards Policy Honorary Titles and Awards Procedures
II41	Approve clinical loadings for academic staff	Dean, School of Medicine - clinical loadings Executive Dean, Faculty of Health - 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