Professional classification guideline

This guideline is for managers and professional employees and explains the differences between classification and reclassification of professional positions.

What is it?

This guideline provides information for managers of professional employees who wish to classify new or vacant positions. It is also for managers and employees with requests for reclassification of existing positions.

Who is this for?

This guideline only applies to professional classifications (HEW and professional SSEE) for continuing and fixed term positions at RMIT University. It does not apply to senior executives; the corporate or professional classifications within RMIT Training and RMIT Online or overseas entities.

1. New and vacant positions

When a position is created or a vacant position updated, a position description should be submitted by the manager to the People Team via HR Assist requesting classification. The relevant member of the People Team will have responsibility for notifying the manager of the classification outcome.

2. Positions with an incumbent

2.1. Manager initiated request

A similar process outlined in point 1 is to be followed and should include a detailed summary of what has changed with the position. The changes in the updated position description should be tracked to clearly identify the updates. Advice from the relevant HR Business Partner may be sought where required. The incumbent should be consulted with regarding any proposed changes made to the position description.

2.2. Employee initiated request

A request via HR Assist should be raised by the incumbent employee with a brief description as to why a request to review the classification of their position is being made. A relevant member of the People Team may discuss the request with the employee and/or their manager. Should it be deemed a relevant request that clearly reflects a change in the position the employee will be provided with a position analysis (PA) document for completion.

Once the document has been completed this should be submitted, along with an updated position description and organisational chart, for review. It is the employee's responsibility to obtain the documents including confirmation from their manager that the details in the PA document and position description are a true and correct reflection of the position requirements.

All documents are to be submitted to the People Team via HR Assist. The date of this submission will be the effective date should the position be classified at a different level. The reclassification process takes into consideration a range of evaluation factors which are in turn influenced by the current work environment. For this reason, historic dates cannot be used for reclassification purposes.

The relevant member of the People Team will review all the information provided and make a recommendation on the appropriate classification of the position by utilising a formal job evaluation system. The outcome will be communicated to the employee and their manager.

The incumbent or manager may seek a further review of the reclassification level where either consider that relevant information had not been provided and/or if circumstances have changed since the request had been made.

High performing and highly qualified incumbents

The classification and reclassification process is an unbiased review of a position and not an assessment of the individual currently performing the role. An employee who overperforms or overdelivers in a role will not influence the classification of that role although they may have their performance recognised. Equally the qualifications held by an incumbent will not influence the classification of the role currently performed.

Document history

Version	Last updated	Authority	Author
1.0	9th March 2021	Employee Lifecycle Policy	Senior Manager, PWR