Professional classification guideline

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. Classification of Professional Positions

The classification or evaluation of a position determines the HEW level to be applied to the role. The process is undertaken by the People Team using a formal classification/evaluation methodology. The use of a formal classification/evaluation methodology helps to establish internal equity and maintain internal relativities within RMIT. It also aims to produce an objective examination and rating of positions, according to job content and requirements, without reference the individual performance of employees.

The circumstances under which the process may occur are listed below:

1. A new position is required (except where the position is a replication of another role that has been previously classified);
2. A vacant position needs to be updated and/or amended;
3. A manager recognises the need to update and/or amend a position with additional requirements moving forward where the position is currently filled by an employee;
4. A manager identifies a position filled by an employee that has substantially changed over time;
5. An employee, in line with clause 51 of the RMIT University Enterprise Agreement, requests the classification of their position reviewed as a result of changes to work requirements that have occurred over time

2. Manager/area initiated classification process

For instances that relate to points 1 to 4 in Section 1, the following steps are to be followed:

- The Manager is to liaise with their relevant People Partner as a first step to understand the broader workforce implications and any restrictions/guidelines that may be in place. It is recommended that a conversation with the People Partner occur before any work commences on classification.
- The People Partner will review these requests with the local area to determine alignment with business needs, local planning and resourcing considerations. This review will take place with the General Manager Operations for college based roles or Executive/Senior Leader (or their Planning and Resources delegate) for other portfolios.

- Where there is endorsement of changes, the manager or applicable delegate will submit a position description to People Connect for evaluation.
- The relevant member of the People Team will have responsibility for notifying the manager of the classification outcome.
- If the classification has increased, the manager will need to raise a job requisition in Workday, selecting the existing position from their structure, and update the job profile and compensation to align with the increased classification.

3. Employee initiated classification process

Where a professional employee is seeking a review of the current classification of their role (point 5 from Section 1) the following steps are to be followed:

1. **Consultation with line manager**

It is recommended that the employee make time to discuss the request with their manager. The employee will outline what changes have taken place in their role that has led to the view that the position classification needs to be reviewed. The role of the manager is to:

- ensure the changes align to what is currently being undertaken in the role
- determine whether the new changes/requirements are temporary or ongoing
- assess if there are any tasks undertaken that should not actually sit with the position.

It should be noted that the manager's role is to consider the nature of the work requirements, not determine the classification.

2. **Liaise with People Partner**

The applicable People Partner is to be advised of the above discussion and guide the employee and manager on the next steps to have the position's classification reviewed should the changes to the position be an ongoing requirement. The People Partner may, if they feel it is necessary, advise the relevant General Manager, Operations or other Executive/Senior Leader (or their Planning and Resources delegate) of the request.
If the requirement is not ongoing then another form of recognition can be considered. People Partners can advise on an appropriate recognition. It may include, but is not limited to a short term higher duties allowance, training/development opportunities, or mentoring.

3. **Request Position Analysis template from People Connect**

The employee is to submit a request for a position analysis template from People Connect. The request should confirm the above 2 steps have been undertaken.
The purpose of completing a Position Analysis template is to provide a detailed view on the position. It should focus on the content of the work, not the amount of work or performance of the employee.
It is the employee's responsibility to complete the Position Analysis template by describing the position as it is now, not as it was in the past or could be in the future, and update any other documentation specified in this.

4. **Submission of Completed Position Analysis template**

In the first instance the employee is to submit this to their manager for review. The review is to ensure accuracy of the description of the position and work undertaken. Once the manager and employee are in agreement with the content of the position analysis and other related documents, endorsement is then to be sought from manager's manager, People Partner and General Manager, Operations for Colleges and Head of Function for Portfolios. After this the manager is to submit the position analysis and associated documents to People Connect.

5. **Review**

The People Team will review the submission to determine the classification. The manager will be advised of the outcome and share this with the employee.

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. The performance of the employee in the position will not influence the classification of that position. Equally the qualifications held by an incumbent will not influence the classification of the position being assessed.

More Information

- For further information on recruitment at RMIT please visit the Jobs and Recruiting page.
- Contact People Team via People Connect

Document history

Version	Last updated	Authority	Author
1.0	9 March 2021	Employee Lifecycle Policy	Senior Manager, PWR
2.0	26 April 2024	Employee Lifecycle Policy	Performance and Reward team