Classification guideline – Professional positions

What is it?

This guideline provides information for managers of professional employees who wish to classify a new or updated vacant position. It is also for managers and/or employees requesting reclassification of an existing position.

Who does this apply to?

This guideline only applies to professional classifications (HEW 1–10) for continuing and fixed-term positions at RMIT University. It does not apply to executives and senior executives; the corporate or professional classifications within RMIT UP and RMIT Online; or overseas entities.

Why is it needed?

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 evaluation of positions, according to job complexity and requirements, without reference to the individual performance of the employee.

When is it needed?

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

a) A new position is required (except where the position replicates another role that has been previously classified).

b) A vacant position needs to be updated and/or amended.

c) A manager recognises the need to update and/or amend a position with additional/modified requirements, where the position is currently occupied by an employee.

d) A manager identifies that a position occupied by an employee has substantially changed over time, or

e) An employee, in line with clause 61 of the RMIT University Enterprise Agreement 2024, requests a review of their position classification due to changes in work requirements that have occurred over time.

What should be done first?

Before any work commences on the position description or classification submission (whether manager or employee-initiated), it is recommended that the manager liaise with their relevant People Partner to understand the broader workforce plan and any other considerations.

The People Partner will review these requests with the local area to determine alignment with business needs, local planning and resourcing considerations. This review typically takes place with the College General Manager for college-based roles or Executive/Senior Leader (or their Planning and Resources delegate) for Portfolios.

If the requirement is not ongoing, another form of appropriate recognition may be considered and advised on by the People Partners. It may include, but is not limited to, a short-term higher duties allowance, training and development opportunities, or mentoring.

1. Classification of a new or vacant position

For circumstances (a) and (b) above, the following steps are to be followed:

1.1 Where there is support for changes, the manager or delegate will submit a new or updated position description to the People Team via Service Connect for evaluation. The relevant member of the People Team will evaluate the position description and notify the manager or delegate of the classification outcome.

1.2 If the classification has increased, the manager will need to raise a job requisition in Workday, select the existing position from their structure, and update the job profile and compensation to align with the increased classification.

2. Reclassification of an existing position

For circumstances (c) to (e) above, the following steps are to be followed:

2.1 Manager initiated (circumstance (c) or (d))

2.1.1 Request the Position Analysis template:

The Manager is to submit a request for a Position Analysis template from **Service Connect**

2.1.2 Update the Position Description and Position Analysis

The manager will draft any amendments to the proposed position description and complete the Position Analysis template. The Position Analysis template should focus on the complexity of the work, not the amount of work or performance of the employee.

2.1.3 Liaise with the employee (incumbent)

The manager will meet with the employee to outline the changes in their role that has led to the view that the position classification needs to be reviewed.

2.2 Employee initiated (circumstance (e))

2.2.1 Discuss with manager:

The employee should discuss the request with their manager and outline the changes in their role that has led to the need for a position classification.

2.2.2 The manager's responsibilities include:

(i) ensuring the changes align with the work currently being undertaken in the role

(ii) determining whether the changes are temporary or ongoing

(iii) assessing whether any tasks undertaken should not reside with the position, and

(iv) considering the nature of the work requirements, without determining the classification.

2.2.3 Liaise with People Partner:

The relevant People Partner is to be advised of the above discussion.

If necessary, the People Partner may inform the relevant General Manager, or other Executive/Senior Leader (or their Planning and Resources delegate) of the request.

2.2.4 Update the Position Description

The manager will draft any agreed amendments to the proposed position description. Alternatively, the manager and employee may agree that the employee will draft the amendments to the proposed position description.

2.2.5 Request Position Analysis template from Service Connect.

The employee is to submit a completed Position Analysis template from Service Connect, confirming that the above steps have been undertaken.

2.2.6 Complete the Position Analysis

The employee must 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.

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

2.2.5 Submit the completed Position Analysis

The employee is to submit the completed analysis to their manager for review. Once there is agreement between the manager and employee, endorsement will be sought from the College General Manager or Head of Function for Portfolios. After this the employee is to submit the position analysis and associated documents to the People Team via People Connect.

2.2.6 Lack of agreement.

In circumstances where the manager and employee cannot agree on the content of the proposed position description or otherwise does not support the reclassification and the employee believes this to be unreasonable, the employee may submit the application directly to the People Team, via People Connect, outlining the reasons why the review should proceed. The People Team will liaise with the manager to obtain rationale and any supporting evidence as to why the reclassification is not supported and assess and determine either to proceed with the reclassification review, or deny the application.

2.3 Evaluation and outcome determination

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

2.3.2 If the evaluation results in a higher classification level, the manager will raise a job requisition in Workday and update the job profile and compensation to align with the increased classification.

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 employee’s performance or qualifications will not influence the classification of that position.

More Information

- For further information on recruitment at RMIT please visit the [Jobs and Recruiting page.]
- [Contact People Team via Service 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
3.0	27 November 2024	Employee Lifecycle Policy	Performance and Reward team