

APPLICATION FOR REVIEW OF CLASSIFICATION (General Staff Only)

- ★ Please complete this form to apply for a [review of the classification](#) of an existing General Staff position
- ★ NOTE: Please ensure the review of classification procedures Section 8 of this form are followed
- ★ All requests must be emailed to Classificationcommittee@swin.edu.au. This includes, the review of classification form, revised position description and organisational chart of the area.
- ★ Contact your HR Consultant for further assistance.
- ★ Keep a copy for your records and forward the signed original to Human Resources Mail No. H14 or Fax 9214 8565.
- ★ Requests need to be lodged as per the timelines indicated on the HR website at <http://www.swinburne.edu.au/corporate/hr/salaries/class-committee.htm>

1. Current Occupant of Position:

Surname: _____ Given Name(s): _____ Employee No: _____

2. Position Details (To be completed by the Manager):

Position No: _____ Current Position Title: _____

Current Classification of Position: _____ Proposed Position Title: _____

Reports to Position No: _____ Reports to Position Title: _____

Campus: _____ Mail No: _____

If applicable: Source of funding: _____ Extraneous Recurrent Research Project

Other *–(please specify)* _____

Salary Account Code: _____ %

_____ %

3. Explain the changes to the position as stated in the position description that has increased the level of complexity and responsibility or attach a memorandum explaining the changes:

4. Explain where the changes to the position have come from. Are they new duties or have they come from an existing position:

5. Position Description Preparation:

Please add in the Key Responsibility Area of the position and the % of time of the activity.

Key Responsibility Area of the Position	% Time of Activity
KRA 1)	
KRA 2)	
KRA 3)	
KRA 4)	
KRA 5)	
KRA 6)	
KRA 7)	
KRA 8)	
KRA 9)	

6. Employee Request to Review the Classification of the Position:

I hereby request a review of classification of the position which I currently occupy. I agree to perform the position duties and responsibilities as stated in the attached position description.

Signature:

Date:

7. Authorisation:

Management Unit:

Division:

Name and Signature:****Two (2) Levels of Authorisation Required including Head of Organisational Unit**

Manager:

Date

Executive Director/Dean/Director:

Date

Deputy Vice-Chancellor/PVC/VP

Date

Vice-Chancellor:

Date

8. Classification Procedures for General Staff Positions:

1. Applications for review of classification must contain:
 - a. an organisational chart of the unit within which the position is located, showing the location and reporting relationships of the position;
 - b. the position description of the position being proposed for review of classification signed by the current occupant of the position, the manager; and the Head of Organisational Unit
2. The direct manager is responsible for preparing the position description. The current occupant will have input and sign the final position description, along with the manager and Head of Organisational Unit.
3. The effective date of a review of classification will be the date of receipt by Human Resources.
4. For further information, please refer to clause 34 of the *Academic and General Staff Enterprise Agreement 2009*.
5. The occupant, manager and Head of Organisational Unit will be notified by Human Resources of the Classification Committee's decision.
6. The Classification Committee will not accept applications that fail to comply with the instructions on this form and / or Clause 34 of the *Academic and General Staff Enterprise Agreement 2009*.

9. HR Use Only – must be completed prior to application being reviewed by the Classification Committee

Application Received From:

Position Title:

Date:

Application Reviewed by HR Consultant: Yes No Name:

Date:

Application has appropriate Manager and Head of Organisational Unit approval: Yes No