

APPLICATION FOR CLASSIFICATION OF A NEW POSITION DESCRIPTION (General Staff Only)

- ★ Please complete this form to apply for [the classification of a new General Staff position description](#)
- ★ NOTE: Please ensure the classification procedures outlined in Section 3 of this form are followed.
- ★ All requests must be emailed to Classificationcommittee@swin.edu.au. This include, the classification form, position description and organisation chart of the area. Keep a copy for your records and forward the signed original to Human Resources Mail No. H14 or Fax 9214 8565.
- ★ Contact your HR Consultant for further assistance.
- ★ 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. **Position Details:**

Position Title:

Purpose For New Position Description:

2. **Authorisation:**

School/ Faculty / Department:

Division:

Can this proposal be funded from within existing resources? Yes No

Name and Signature:

****Two (2) Levels of Authorisation Required including Head of Organisational Unit**

Manager: Name	Signatutre:	Date
Executive Director/Dean: Name	Signatutre:	Date
Deputy Vice-Chancellor/PVC/VP: Name	Signatutre:	Date
Vice-Chancellor: Name	Signatutre:	Date

3. 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 direct line supervisor / manager;
2. The manager is responsible for preparing the position description which must also be signed by the 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 relevant 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*.

4. Position Description Preparation:

Please add in the Key Responsibility Area of the position and the % of time of the activity. Must add up to 100%.

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)	

5. 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