



Position Classification and Broadbanding Policy

Authority Source: Vice-Chancellor

Approval Date: 22/10/2019

Publication Date: 21/11/2019

Review Date: 22/10/2022

Effective Date: 22/10/2019

Custodian: Chief Executive, People and Diversity

Contact: ucpeople@canberra.edu.au

Accessibility: Public

Status: Published

In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

PURPOSE:

This policy provides the principles related to the determination of position classifications for Professional employee positions, in accordance with the provisions of the University of Canberra Enterprise Agreement (EA) and Job Evaluation System approved by the University.

SCOPE:

This policy applies to Professional employee's governed by the University of Canberra Enterprise Agreement and should be read in conjunction with the Position Classification Handbook and Individual Broadbanding Procedure.

PRINCIPLE:

The University is committed to recognising the value of work required to be performed by our employees and the contribution they make to achieving the University's strategic goals. Position classification standards and the job evaluations conducted under the Job Evaluation System provide equity and consistency of outcomes across the University.

Classification of positions are based on the following principles:

- Position classifications are based on the review of a position description, requirement of, and evaluation of work to be performed
- Position classification reviews are an assessment of the work value of the position. The Remuneration Policy and the Performance Expectations Policy are the mechanisms for reward or salary increase for an individual's performance
- Position Classification Standards and position evaluations will be conducted using the Job Evaluation System and are recognized as the underlying elements to determine a position classification
- An increase in classification can be justified only after an assessment has determined a significant net

addition to the value of the work required to be performed and is unquestionably at a higher classification level

- A change in work or increase in work volume does not determine a change in the value of the work being undertaken
- The University recognises that in some circumstances, Broadbanding of positions can provide the University and employee with flexibility to deliver work value at a higher classification. The University will consider broadbanding requests on an individual basis in accordance with EA provisions and related procedures, where work at a higher level is genuinely required.

RESPONSIBILITIES:

Who	Responsibilities
People and Diversity	Management of the Job Evaluation System.

LEGISLATION:

Fair Work Act 2009 (Cth);
University of Canberra Enterprise Agreement 2019-2022

SUPPORTING INFORMATION:

Position Classification Guidelines
Individual Broadbanding Procedure

DEFINITIONS:

Terms	Definitions
Broadbanding	refers to the merging of two or more of the general position classification levels provided for in the EA to form an extended classification.