Guidelines

Completion of the Request for Job Evaluation

These guidelines have been developed to assist you in completing the paperwork associated with the classification of new positions and reclassification of existing positions. It is important to note that the Job Evaluation process determines the classification level of a position based upon the work value of the position. This includes the training and experience required to perform the role, the complexity of task level, level of responsibility, decision-making and autonomy required of the position. The personal performance of the incumbent of the position is not considered in determining the work value and therefore classification level of a position.

To have a position evaluated you need to include the documentation listed in Table 1 below:

Table 1 Documents required

<table>
<thead>
<tr>
<th>New role</th>
<th>Reclassification request</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>Previously classified position description</td>
</tr>
<tr>
<td>New position description</td>
<td>Current position description</td>
</tr>
<tr>
<td>Organisational chart for full organisational unit, showing HEW levels and reporting relationships</td>
<td>Organisational chart for full organisational unit, showing HEW levels and reporting relationships</td>
</tr>
<tr>
<td>Request for Job Evaluation form</td>
<td>Request for Job Evaluation form</td>
</tr>
</tbody>
</table>

1. Supporting Documentation

1.1 Position Descriptions

New and current position descriptions should be submitted using the University template for professional staff found at [http://www.uq.edu.au/current-staff/index.html?page=189206](http://www.uq.edu.au/current-staff/index.html?page=189206). Previously classified position descriptions can be sent through in their original format. Referring the new position description in completing the request for job evaluation form may prove useful.

1.2 Organisational chart

The organisational chart should be up to date and show the professional staff positions within the organisational unit (not simply within the section where the position under review is situated).

1.3 Request for Job Evaluation Form

In completing the Request for Job Evaluation form please ensure the responses on this form align with the new/current position description. You can seek advice from your HR representative or from a trained and designated job family representative on how to complete the form. Please note that anyone who provides advice or assistance will not be involved in the evaluation of the role.
2. Person/Position Details

This section provides the basis for recording all job evaluations, advising relevant staff of the outcome of the evaluation, and confirming that all relevant staff are aware of the request.

3. Overview

For new positions, this section requires you to explain why the position is being established and how it relates to other roles within the organisational unit. If the position is being re-classified, you are required to explain how the role has changed since it was first classified. You need also to indicate the date it was originally classified.

This section gives you the opportunity to describe the focus of the role, whether it is administrative, involved in development or support of systems, business processes or research projects. Does the position provide support in a technical or laboratory setting, or does it provide trades and services support? Is it a generalist or a specialist role? If it is more of a specialist position, give some explanation of its specialist nature.

4. Duties and Responsibilities

The main purpose of this section is to identify the percentage of time spent on each of the major duties. In order to do that, you must identify the major duties and responsibilities, which can normally be cut and paste from the new/current position description. Alternatively, you can write the percentage on the position description against each major duty. Most roles include a range of duties that differ in complexity, some relatively simple and some more involved. The percentage of time spent on simple versus complex tasks is considered in determining the HEW level of the position. Please advise whether these duties are currently being undertaken, or are planned to be undertaken.

5. Knowledge

In responding to this section, consider the range and depth of knowledge required. To some extent, the level of knowledge needed to undertake a role is reflected in the qualification (if any) or training required undertaking the role. For example:

- the work may be fairly routine and require knowledge of basic instruction, or
- it may involve very complex situations and challenges such that a far broader knowledge base is necessary.

If the role is being submitted for reclassification, how have the requirements changed in relation to knowledge to perform the duties?

6. Skills

Skills include a broad range of activities, and may include computer usage skills, for example:

- basic vs. advanced functions used
- packaged vs. specialised software
- using the software vs. providing computing support

It might also include skills associated with the maintenance and calibration of equipment, for example:
• Operating machinery or using equipment
• Daily maintenance and/or repair of machinery
• Set up/calibration of equipment
• Designing equipment or machinery

The position may also involve creative ability or skills in interpreting and synthesising information from a variety of sources.

Does the role involve staff supervision and if so, how many staff and how many different groups of staff are supervised?

7. Qualifications

In this section please specify the qualifications or training needed to undertake the duties associated with the position, and explain why this qualification is needed. For example:

- no formal qualifications required
- Cert III
- Associate Degree
- Bachelor Degree
- Postgraduate qualifications

Please be aware that duties and selection criteria should be aligned, as per Schedule 5 (Classification Structure and Job Descriptors for Professional Staff) of The University of Queensland Enterprise Agreement and, as such, it is inappropriate to require a level of qualification and experience greater than that outlined for the relevant classification level in the enterprise agreement. For example, if the position is evaluated at a HEW 4 level, a degree cannot be a requirement.

8. Communication and Relationships

In an organisational setting, staff are required to communicate and exchange information with others effectively, professionally and maintain basic courtesy. Please summarise in this section the people (e.g., student cohort, academics and researchers, supervisor, external community) that this position is required to communicate with on a regular basis. Beyond this, please consider:

- Is the role required to provide clarification or interpret issues or provide advice upon which people take action?
- Is the position required to influence others to defuse situations where someone is upset or angry?
- Does the role involve motivating other people to change behaviour and/or prevent or resolve situations of conflict or controversy?
- Does the role involve making formal presentations to groups of staff, or facilitating training courses?

In terms of written communication, to what extent does the role engage in written communication? For example:

- following written instructions,
- actioning and responding to emails,
- preparing agendas and minutes,
- report writing and drafting proposals,
• drafting formal correspondence for communication within the organisational unit, or for the University as a whole, or external community,
• analysis of reports or integrating information from various sources?

9. Position Autonomy

In responding to this section, describe the extent to which the job holder is involved in planning and organising their own work and/or the work of others.

• Does the role involve following standard instructions, or
• Does it enable the job holder to identify their own priorities?
• Does the role coordinate the activities of others or plan projects?
• Does the role participate in project planning for a whole organisational unit?
• Does the role supervise or coordinate the work of other staff?
• Does it provide on the job training or guidance to help others, or work as part of a coordinated team?
• If the position supervises staff, how many? Does that include reviewing performance, providing feedback and identifying needs for staff development?

10. Problems and Challenges

Many roles involve some level of problem solving, which can vary in complexity. In this section you need to identify the typical issues to be addressed and solved in performing the position. For example:

• Consider whether the typical issues can be addressed by choosing from a range of straightforward alternatives or is there a pattern to follow in solving problems?
• Do issues require investigation using a standard or defined body of knowledge?
• Is there a diversity or conflict in information to be assessed?
• Is there a right or wrong answer?
• How much analysis is required in order to solve the problem?

In terms of challenges in the role, are there deadlines that need to be met? If so, how critical are these and how frequent?

11. Decision Making

This section considers the extent of the freedom for the incumbent to make work-related decisions. In completing this section consider any aspects of the role that may allow the job holder to make changes to duties, procedures or guidelines, and whether these changes need the approval of the supervisor. In this section you should also include the level of financial delegation as it can be an indication of the decisions that can be made. However, please identify if this is delegation is used to, for example, purchase equipment without reference to a higher authority, or if it is used as a means to purchase equipment on behalf of others.

12. Supervisors Comments

This section allows supervisors to make comments about the role. However, if the supervisor has completed the questionnaire, this section is not compulsory. If the form has been completed by the job holder, the supervisor must indicate whether the comments of the job holder are correct and reflective of the role.
13. Head’s Rationale

This section requires the Head of the Organisational unit to confirm (or otherwise) that the duties as outlined in the form are required. It also allows the Head the opportunity to add comments regarding the position and possibly flow-on effects of the classification.

The greyed out section at the close of the form is for HR Division use only.