

Staff Connect Self Service User Guide Position Review – Academic Position

VERSION	DATE	AUTHOR
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1. Position Review Purpose

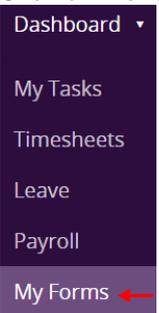
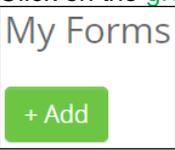
The Purpose of the online Position Review is to review current positions within the ACU organisational structure to ensure the Position Description accurately reflects the key responsibilities of the position and how it is performed.

New positions to be created within the organisational structure will be required to use the Position Review templates available [here](#) on the ACU website.

Prior to commencing an online Position Review, please read the [Recruitment and Selection Policy and Procedure](#) for further information related to recruitment at ACU.

Please use the  and  buttons within the online Position Review, to access additional information and help.

2. Initiate Position Review

Step	Description
2.01	Login to Staff Connect.
2.02	Click on menu Dashboard > My Forms 
2.03	Click on the green Add button. 
2.04	Select Recruitment and Selection (RECSEL) in the Folder Filter field. Select Position Review (PREV.1) in the Form field. 
2.05	Click Next to create a new Position Review.

3. Supervisor Raised Position Review

3.1 POSITION REVIEW TYPE

If the Position Review is raised by a supervisor, the following Position Review type drop-down list must be completed. The two dropdown options and definitions are as follows:

Update Position Description - For professional positions requiring an update with no significant changes to the position or for academic positions that require a documentation update.

Classification - Classify a professional position at ACU. Professional positions should normally undergo classification when:

- an existing professional position has changed significantly;
- an existing professional position has not been reviewed for a number of years; or
- a position is modified as a result of a change management process.

Note: This option should not be used for academic positions.

POSITION REVIEW

Position Review Type

Use the drop-down list in the Response field below to select the Position Review type you would like to complete.

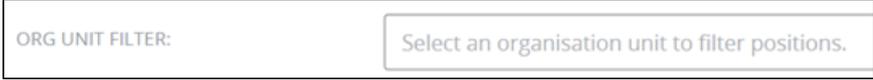
Please note 'Classification' can only be selected for Professional positions.

For further information about each of the options please click here... 

RESPONSE:

3.1.2 POSITION DETAILS

Search for the position to be reviewed in the position details field.

Step	Description
3.1.2.1	Use the Org Unit Filter field to view positions within a particular organisational unit 
3.1.2.2	Use the Response field to select the position within the organisational unit to be reviewed. Alternatively, if the position number is already known, type the number directly into the Response field and select the position. When searching for a position, the response field will also display details in relation to the position number to assist in identifying the correct position to select. 
3.1.2.3	For further assistance in identifying the correct position to review, click on the report link available. Note: If working off Campus, ensure you are connected to VPN to view the position report. 
3.1.2.4	Please indicate below if the Position Review is part of an Organisational Change process. 
3.1.2.5	Click Next>> to progress to the next page or click Save to return to the Position Review later. 

3.1.3 APPROVAL

When the Position Review is raised, the endorsement and approval steps can be established.

Step	Description
3.1.3.1	<p>Supervisor Field:</p> <p>This is the direct supervisor of the position being reviewed. The field is prepopulated with the name of the initiator, however, if the Position Review is raised on behalf of the supervisor, please enter the direct supervisor's name in the field.</p> <div data-bbox="240 524 1453 678" style="border: 1px solid black; padding: 5px;"> <p>15.10. Supervisor The below field will be populated with the form initiator's name. If you are not the nominated supervisor of the position, please replace the Response field with the supervisor of the position's name.</p> <p>RESPONSE: <input type="text" value=""/> <input type="button" value="Q"/></p> </div>
3.1.3.2	<p>Endorser 1 to 3 Fields:</p> <p>The three endorser fields are optional approver fields. These are not mandatory fields to populate. Some examples of optional Endorsers include: Faculty Finance Managers, another Line Manager of the position, Head of School, or Associate Director. Populate the endorser approval fields in numerical order. (e.g. do not leave Endorser 1 blank and use Endorser 2)</p> <div data-bbox="240 869 1453 1272" style="border: 1px solid black; padding: 5px;"> <p>15.13. Endorser 1 (Optional) Search and pick the name of Endorser 1 if you need to engage an additional Endorser in the form.</p> <p>RESPONSE: <input type="text" value=""/> <input type="button" value="Q"/></p> <p>15.14. Endorser 2 (Optional) Search and pick the name of Endorser 2, only if you have picked an Endorser 1. Do NOT skip Endorser 1.</p> <p>RESPONSE: <input type="text" value=""/> <input type="button" value="Q"/></p> <p>15.15. Endorser 3 (Optional) Search and pick the name of Endorser 3, only if you have picked an Endorser 1 & 2. Do NOT skip Endorser 1 & 2.</p> <p>RESPONSE: <input type="text" value=""/> <input type="button" value="Q"/></p> </div>
3.1.3.3	<p>Executive for Endorsement Field:</p> <p>This is a mandatory field. The Executive member is prepopulated based on the ACU Organisational Structure. If the Executive member requires amendment, it can be removed and replaced.</p> <div data-bbox="240 1397 1453 1529" style="border: 1px solid black; padding: 5px;"> <p>15.17. Executive for Endorsement This is a Mandatory Field. Please update this field to the relevant Member of Executive in your portfolio, if the prepopulated name is inaccurate.</p> <p>RESPONSE: <input type="text" value=""/> <input type="button" value="Q"/></p> </div>
3.1.3.4	<p>Human Resources:</p> <p>HR will be the final approval step for the Position Review. This field is not editable.</p> <div data-bbox="240 1621 1453 1753" style="border: 1px solid black; padding: 5px;"> <p>15.18. Human Resources Human Resources will review this form prior to seeking endorsement by the Member of Executive.</p> <p>RESPONSE: <input type="text" value="HR Business Partnering Team 2 (HRBPT2)"/> <input type="button" value="Q"/></p> </div>
3.1.3.5	<p>Click Next>> to progress to the next page or click Save to return to the Position Review later.</p> <div data-bbox="248 1809 507 1977" style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>« Previous Next »</p> <p><input type="button" value="Save"/></p> </div>

3.1.4 CURRENT POSITION DETAILS

The current position details displayed on this page are not editable. They reflect the current details of the position, not the details related to the incumbent or future incumbent of the position.

Step	Description
3.1.4.1	<p>If an amendment to the position details is required, please use the Additional Information free-text response field to outline any changes. (e.g. change of the Position Full Title, Costing, Supervisor, FTE). Please also provide sufficient background information and a reason for the Position Review request this field.</p> <ul style="list-style-type: none"> For existing vacant positions, briefly outline the reason for the Position Review, and if it will be used for upcoming recruitment. For updating position documentation, detail the reasons for the update to the Position Review and outline relevant changes that have occurred. For classification requests, outline the reason for the classification and the significant changes to the position since its previous classification. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>30.70. Additional Information Provide sufficient background information about this position review request. Also include any amendment requests to the position details outlined in the sections above. For more information click here... </p> <p>RESPONSE: <input style="width: 80%; border: 1px solid #ccc;" type="text"/></p> </div>
3.1.4.2	<p>Click Next>> to progress to the next page or click Save to return to the Position Review later.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around; align-items: center;"> « Previous Next » </div> <div style="text-align: center; margin-top: 10px;"> Save </div> </div>

3.2 POSITION DESCRIPTION

3.2.1 ABOUT

About Organisational Statements are prepopulated fields and are not editable in the Position Review. The Organisational Statements about Australian Catholic University and the Portfolio have been approved for use by the relevant member of the Executive. If an amendment is required to be made to the Organisational Statement, please request this change via the Service Central form “Update Organisational Statement”.

Please Note: Organisational Statements are applied to all the Position Descriptions within the Organisational Unit. If an amendment request to the Organisational Statement is approved, this will amend the Organisational Statement for every position within the Organisational Unit.

If a specific description of a team is required to be added to the statements, please do so in the Position Purpose text box provided below.

<p>40.6. ABOUT</p> <p>Insert information about the directorate, school or centre.</p>	<p>40.7. ABOUT</p> <p>Insert information about the organisation level.</p>
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3.2.2 POSITION PURPOSE

The **Position Purpose** provides a broad outline of why the position exists. This position purpose information will be included in future recruitment carried out for this position.

Describe in one or two brief sentences what the position does, what the position is expected to achieve, and the behaviours needed to achieve it.

Sentences should start with a verb (present tense, third person singular). E.g. 'Provides', 'Manages', 'Monitors', etc.

Examples:

- Associate Lecturer (Teaching-focussed ACP, Exercise Science):

Accountable for high quality teaching outcomes through the effective development and maintenance of lectures, tutorials and laboratory sequences for specified units in Exercise Science coursework degrees, particularly in areas relevant to health, disease, rehabilitation and/or nutrition through the lifespan. 'Develops and maintains a lecture, tutorial and laboratory sequence for specified units in Exercise Science coursework degrees, particularly in areas relevant to health, disease, rehabilitation and/or nutrition through the lifespan.

- Lecturer (Teaching and Research ACP, Accounting):

Undertakes quality research and contributes to excellence in teaching and learning within the Accounting discipline at undergraduate and postgraduate levels. Participates in community engagement and advances the standing of the Peter Faber Business School nationally.

- Senior Lecturer (Teaching and Research ACP, Psychology):

Leads and contributes to excellence in teaching and curriculum development in both the undergraduate and postgraduate Psychology and Counselling courses. Conducts recognised quality research in psychology in an area of relevance to the School and supervise postgraduate research. Contributes to the leadership of academic administration in the School.

40.8. Position Purpose

The Position Purpose provides a broad outline of why the position exists. This position purpose information will be included in future recruitment carried out for this position.

Click on the Information popup for further information and examples of position purpose...



RESPONSE:

Provide administrative support to the Executive Dean to facilitate the efficient operation of the Faculty.



3.2.3 POSITION DESCRIPTION DOCUMENT

If an online Position Review has been completed on the selected position previously, a download-able PDF version of Position Description document will be available for review.

40.9. Position Description Document

This is the last reviewed position description which could be used as reference for this Position Review currently being completed.

ATTACHMENT:

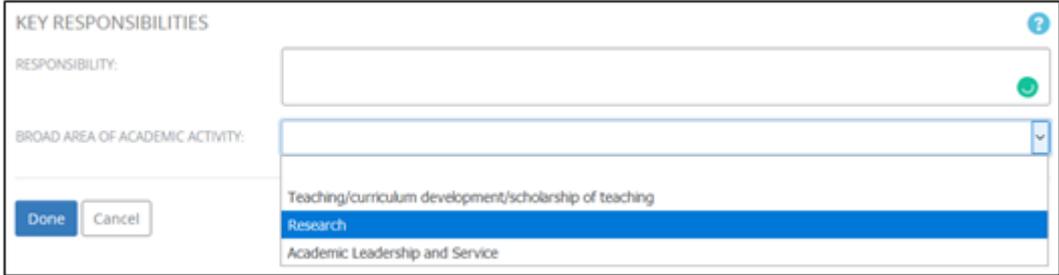
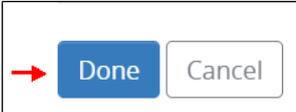
 [Workforce Business Systems Data Analyst \(HR Payroll\) HEW 8 PD.pdf](#)

3.2.4 KEY RESPONSIBILITIES

Key responsibilities are the important tasks that the position undertakes for most of the time. Each responsibility should state the outcome expected to be achieved. Introduce each responsibility with an active verb, e.g. 'Coordinate', 'Manage', 'Develop', 'Supervise', 'Process' etc.

In this section, list up to ten (10) Key Responsibilities. Describe each key responsibility and list the most important at the top.

The Academic Performance Matrices and Evidence (APME) Framework describes the performance expectations by academic level for each Academic Career Pathway (ACP) that will guide academic staff contribution to achieve our strategy and support our Mission. For further information on APME please visit [Academic Performance Matrices and Evidence Framework - Staff - Australian Catholic University \(acu.edu.au\)](https://acu.edu.au/academic-performance-matrices-and-evidence-framework-staff)

Step	Description
3.2.4.1	<p>Click + Add row to add a Key Responsibility.</p> 
3.2.4.2	<p>Click into each row to edit the Key Responsibility Description and select the broad area of academic activity from the dropdown list.</p>  <p>For an academic position, identify the broad area of academic activity to the University. Select one for each Key Responsibility.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Teaching/curriculum development/scholarship of teaching</p> <p>Research</p> <p>Academic Leadership and Service</p> </div>
3.2.4.3	<p>Click “Done” after completing each Key Responsibility.</p> 

3.2.5 SELECTION CRITERIA

This section sets out the qualifications, skills, knowledge, experience, and competencies expected of the position holder. These are informed by the key responsibilities of the position and the Core Competencies set out in the [Capability Development Framework](#).

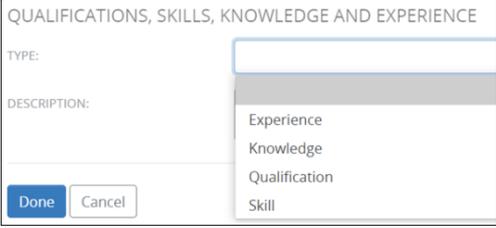
Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

In the table below, list the selection criteria for the position, keep to a maximum of eight (8).

Describe each of the criteria and list the most important at the top.

3.2.6 QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE

Step	Description
3.2.6.1	<p>Selection Criteria are displayed in a table format and is a mandatory field. Click “+ Add row” to add Selection Criteria.</p> 
3.2.6.2	<p>Click into each row to add or edit a selection criterion. Select a Type from the dropdown list provided and insert the Description.</p>

	
3.2.6.3	<p>Click Done to save the Selection Criteria or Cancel to Exit the selection criteria.</p> 

3.2.7 CORE COMPETENCIES

The ten (10) Core Competencies are the foundation to the successful achievement of the University’s Strategic Plan. They describe the areas that we need to focus on in our work to achieve excellence.

Live ACU's Mission, Vision and Values; Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values, is a mandatory core competency of all positions at ACU.

Please select an additional four (4) core competencies that are required to perform the position well and are competencies you want to explore further during a recruitment process.

Click the  icon in the Info column to see the Expectations and Behaviours of each CDF level. For more information on the [Capability Development Framework](#) please visit the intranet page.

Info	Competency	Description	Select
	Live ACU's Mission, Vision and Values	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	<input checked="" type="checkbox"/>
	Apply Commercial Acumen	Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.	<input checked="" type="checkbox"/>
	Adapt to and Lead Change	Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.	<input checked="" type="checkbox"/>
	Deliver Stakeholder Centric Service	Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.	<input checked="" type="checkbox"/>
	Collaborate Effectively	Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	<input checked="" type="checkbox"/>
	Communicate with Impact	Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.	<input type="checkbox"/>
	Coach and Develop	Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.	<input type="checkbox"/>
	Responsible & Accountable for Ach Excellence	Take personal accountability for achieving the highest quality outcomes through understanding the regulatory frameworks at ACU and striving to deliver the best at all levels.	<input type="checkbox"/>
	Know ACU Work Processes and Systems	Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.	<input type="checkbox"/>
	Make Informed Decisions	Make informed, evidence-based decisions by sourcing and interpreting University and business information.	<input type="checkbox"/>

3.2.8 ESSENTIAL ATTRIBUTES

This is a mandatory attribute that will be included in the Position Description for each position in the Organisational Structure.

“Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.”

3.2.9 WORKING WITH CHILDREN AND/OR VULNERABLE ADULTS

Please select any statement below that applies to this position.

If this position was reviewed previously, tick boxes will be checked in the 'Last Review' column.

For further information about protecting children and vulnerable adults, including useful links, please click [here](#).

Description	Last Review	Current
The role requires a Working with Children Check (WWCC) and/or Work with Vulnerable People Check (WWVP) (ACT only).		<input type="checkbox"/>
The role interacts with primary or high school ages students as part of duties of the position.		<input type="checkbox"/>
The role engages with children on a one on one setting.		<input type="checkbox"/>
The child related activity and engagement is research related.		<input type="checkbox"/>
The child related activity and engagement takes place offsite (outside of the University campus).		<input type="checkbox"/>
This role does not require a Working with Children Check (WWCC)		<input type="checkbox"/>

3.2.10 COMPETITION AND CONSUMER PROTECTION TRAINING

Please indicate if the position requires Competition and Consumer Protection Training.

Positions that may be involved in business transactions or external communications with customers and suppliers may require Competition and Consumer Protection training to be completed.

Please tick the box if Competition and Consumer Protection training is required for this position.

CHOOSE AN OPTION:

Yes

No

3.4 WORKING NOTES

Please use this section to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.

Information contained in this area will be visible to all contributors of the Position Review as it progresses.

79. WORKING NOTES

Name: (13/08/2020 11:05:50) working notes from the initiator

79.12. Working Notes

This section is an open dialogue for all form contributors.

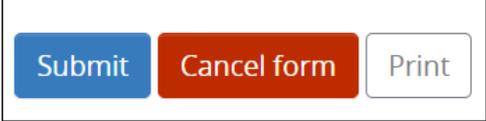
Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.

Information contained in this area will be visible by all contributors of the form as it progresses.

RESPONSE:

3.5 PROCESS

Step	Description
3.5.1	<p>To confirm and submit this Position Review, tick the check box, and then click the blue Save button.</p> 
3.5.2	<p>Once the Position Review has verified, a blue Submit button will appear below. Click on the blue Submit button to submit this Position Review.</p>

	
3.5.3	<p>To go back to the previous page, click on the Previous button below, but do not tick the Submit check box.</p> 
3.5.4	<p>To save the Position Review and return to it later, click on the Save button, but do not tick the Submit check box.</p> 
3.5.5	<p>To cancel the creation of this Position Review and delete it, click on the red Cancel Form button in the top left corner of the form.</p> 

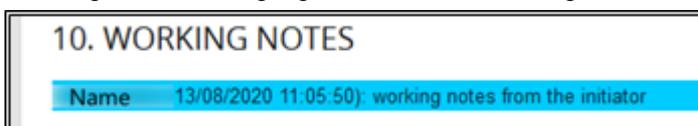
4. Endorsers and Executive Approval

4.1 WORKING NOTES

The Position Review is in a read-only format when it is with the Endorsers and Executive Member approvers.

Please read the Working Notes for any communication from previous approval steps.

Working Notes are highlighted with a blue background colour. They have a name, date and time stamp attached.



Please review each section of the Position Review, and ensure comments are placed in the Working Notes text box on page 2 for all future approvers.

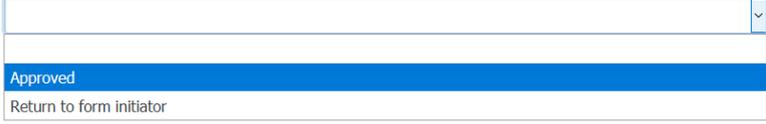
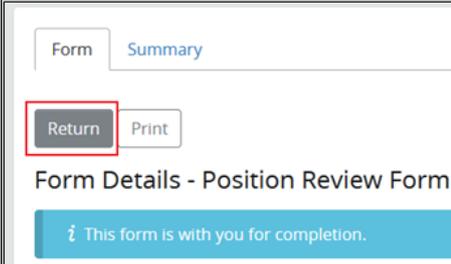
79. WORKING NOTES

Name: (13/08/2020 11:05:50): working notes from the initiator

79.12. Working Notes
 This section is an open dialogue for all form contributors.
 Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.
 Information contained in this area will be visible by all contributors of the form as it progresses.

RESPONSE: 

4.2 PROCESS

Step	Description
4.2.1	<p>There are two options to process the Position Review. Approve, or Return to form Initiator. The Return to form initiator will return the form to the staff member that raised the form initially.</p> <p>80. PROCESS</p> <p>80.12. Approve Use the drop down response field below to approve the form or return this form to the initiator. Click on the Blue Save button to Save the form. Then click the Blue Submit Button to submit this Position Review form.</p> <p>RESPONSE: </p> <p>Page 2 of 2 <input type="button" value="« Previous"/> <input type="button" value="Next »"/></p> <p><i>Note: The grey Return button at the top of each page of the Position Review will return the Position Review to the previous approver step.</i></p> <p><i>Example: The Position Review has been endorsed by Endorser 1 and Endorser 2, and now is with the Executive Member. If the Executive Member uses the grey "Return" button in the top left corner of the Position Review page, the Position Review will go back to Endorser 2. If the Executive member uses the "Return to form initiator" in the response dropdown, the Position Review will skip Endorser 2 and 1 and jump back to the form initiator.</i></p> 
4.2.2	<p>Select a process response from the dropdown. Click the blue Save button.</p> 

4.2.3

Once the Position Review has verified, a blue **Submit** button will appear. Click on the blue **Submit** button to submit this Position Review. The Position Review will then be reviewed and finalised by Human Resources. If further clarification is required, Human Resources will contact the form initiator.

CONFIRM AND SUBMIT POSITION REVIEW FORM:

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