Staff Connect
Self Service User Guide
Position Review - Professional Position

VERSION	DATE	AUTHOR
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0.2	21/12/2020	Chris Wang
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1. Contents

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 require the use of the Position Review templates available here on the ACU website.

Prior to commencing an online Position Review, please read the Position Classification for Professional Staff Policy and Procedure for further information related to professional positions at ACU.

Please use the (i) 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** Dashboard ▾ My Tasks Timesheets Leave Payroll My Forms ←
2.03	Click on the green **Add** button. My Forms + Add
2.04	Select **Recruitment and Selection (RECSEL)** in the Folder Filter field. Select **Position Review (PREV.1)** in the Form field. FOLDER FILTER: Recruitment and Selection (RECSEL) ← FORM: Position Review Form (PREV.1) ← → Next Cancel
2.05	Click **Next** to create a new Position Review.

3. Supervisor raised Position Review

3.1.1 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.

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:

Update Pos Description
Classification

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. ORG UNIT FILTER: Select an organisation unit to filter positions.
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. RESPONSE: Search all positions.
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. For further assistance with identifying positions within your organisational unit, please use the Position Report here.
3.1.2.4	Please indicate if this Position Review is part of an Organisational Change Process. **Organisational Change** Is this Position Review form being submitted as part of an organisational change process? CHOOSE AN OPTION: ○ Yes ○ No
3.1.2.5	Click **Next>>** to progress to the next page or click **Save** to return to the Position Review later. « Previous Next » Save

3.1.3 APPROVAL

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

Step	Description
3.1.3.1	**Supervisor** Field: 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. 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. RESPONSE:
3.1.3.2	**Endorser 1 to 3** Fields: 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) Endorser 1 (Optional) Search and pick the name of Endorser 1 if you need to engage an additional Endorser in the form. RESPONSE: Endorser 2 (Optional) Search and pick the name of Endorser 2, only if you have picked an Endorser 1. Do NOT skip Endorser 1. RESPONSE: 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. RESPONSE:
3.1.3.3	**Executive for Endorsement** Field: 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. Executive for Endorsement 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 or replaced. RESPONSE:
3.1.3.4	**Human Resources**: HR will be the final approval step for the Position Review. This field is not editable. Human Resources Human Resources will review and finalise this form. RESPONSE:
3.1.3.5	Click **Next>>** to progress to the next page or click **Save** to return to the Position Review later. « Previous Next » Save

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	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 in this field. • 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. 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... ⓘ RESPONSE:
3.1.4.2	Click **Next>>** to progress to the next page or click **Save** to return to the Position Review later. « Previous Next » Save

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.

40.6. ABOUT Insert information about the directorate, school or centre.	**40.7. ABOUT** Insert information about the organisation level.

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:

- Administrative Officer

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

- Student Admissions Officer

Provide a range of information and support services to potential students to enable the efficient selection of students for admission to University courses.

- Payroll Officer

Prepare or assist in the preparation and payment of wages and salaries and maintenance of related records, in a timely manner and in line with relevant taxation, legislative and audit requirements.

- Faculty Manager

Develop and manage relationships with third party service providers to ensure effective service delivery according to key performance indicators and other relevant measures.

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.

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.

Step	Description
3.2.4.1	Click **+ Add row** to add a Key Responsibility.
3.2.4.2	Click into each row to edit the Key Responsibility Description and select the scope of the Key Responsibility from the dropdown list.

For a professional position, there are three options that provide the scope that the position operates across. Select one for each Key Responsibility.

The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
The position contributes to activities; outcomes and goals that are implemented and have impact across the University.

| 3.2.4.3 | Click **Done** to save after completing each Key Responsibility. |
| | |

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	Selection Criteria are displayed in a table format and is a mandatory field. Click **+ Add row** to add Selection Criteria.
3.2.6.2	Click into each row to add or edit a selection criterion. Select a Type from the dropdown list provided and insert the Description.

3.2.6.3	Click **Done** to save the Selection Criteria or **Cancel** to Exit the selection criteria.
	→ **Done** Cancel

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.	☑
ⓘ	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.	☑
ⓘ	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.	☑
ⓘ	Deliver Stakeholder Centric Service	Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.	☑
ⓘ	Collaborate Effectively	Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	☑
ⓘ	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.	☐
ⓘ	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.	☐
ⓘ	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.	☐
ⓘ	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.	☐
ⓘ	Make Informed Decisions	Make informed, evidence-based decisions by sourcing and interpreting University and business information.	☐

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).		☐
The role interacts with primary or high school ages students as part of duties of the position.		☐
The role engages with children on a one on one setting.		☐
The child related activity and engagement is research related.		☐
The child related activity and engagement takes place offsite (outside of the University campus).		☐
This role does not require a Working with Children Check (WWCC)		☐

3.2.10 COMPETITION AND CONSUMER PROTECTION TRAINING

Please indicate if this 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

3.3 POSITION EVALUATION

Please select one (1) statement only from each section below, as this will provide the detailed information on which a position evaluation can be performed to classify the position.

In the instance that more than one, or part of a statement may apply to different aspects of the position, select the most appropriate statement that applies to the majority of how the position operates.

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

Step	Description
3.3.1	**Decision Making** – Please select one statement. This section explores the freedom the position has to make work related decisions. | Description	Last Review	Current | |---|---|---| | The position will need to follow clear established procedures and is not be required to review and suggest changes to current processes | | ☐ | | The position will need to seek approval from their supervisor before making changes to processes and procedures. | | ☐ | | The position will have the freedom to implement changes to policies, processes and procedures based on their expertise. | | ☐ | | The position seeks commercial opportunities to improve core business to help ACU meet organisational objectives. | | ☐ | | The position will require expert knowledge across a range of different areas and has the capacity to make decisions on behalf of the organisation. | | ☐ | | The position manages complex, difficult or challenging matters/issues/tasks on a regular basis. These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic). | | ☐ |
3.3.2	**Thinking Challenge/Problem Solving** – Please select one statement. This section identifies the way in which the position holder typically considers alternatives or options when addressing relevant issues or problems. | Description	Last Review	Current | |---|---|---| | The position solves problems that tend to be repetitive/cyclical on a regular basis. | | ☐ | | The position is expected to identify and recommend improvements to their supervisor before implementation. | | ☐ | | The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement. | | ☐ | | The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions. | | ☐ | | The position will need to provide expert advice to clients/management/their faculty or directorate. | | ☐ |
3.3.3	**Communication/Interpersonal Skills** – Please select one statement. This section examines the nature of the people skills required in the position.

Description	Last Review	Current
The position mainly communicates with people within their work area.		☐
The position needs to build relationships with staff across the organisation to perform their duties.		☐
The position seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.		☐
The position negotiates competitive contractual agreements with suppliers and/or governmental bodies of behalf of the organisation.		☐
The position requires negotiation skills.		☐
The position will need to influence and win the support of others to achieve mutually beneficial outcomes.		☐

3.3.4	**Managerial Responsibilities** – Please select one statement. This section examines the managerial responsibilities of the position.	

Description	Last Review	Current
This position does not have managerial responsibilities.		☐
The position manages the overall operations; budget and/or strategic direction for a functional unit.		☐
The position manages a geographically dispersed team.		☐
The position provides solutions to problems or situations of critical importance to the University or deals difficult or emotional people.		☐

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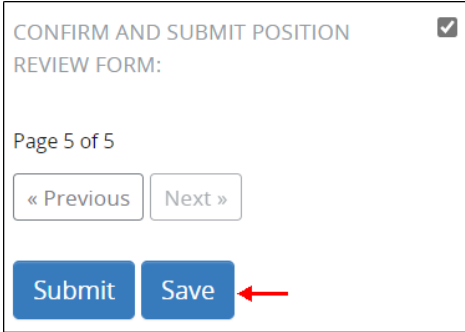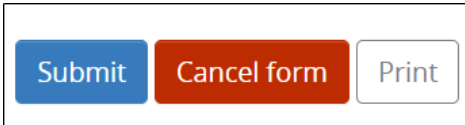
Information contained in this area will be visible by all contributors of the form as it progresses.

RESPONSE: Working notes from the executive.

3.5 PROCESS

Step	Description
3.5.1	To confirm and submit this Position Review, tick the check box, and then click the blue **Save** button. CONFIRM AND SUBMIT POSITION REVIEW FORM: ☐ Page 5 of 5 « Previous Next » Save
3.5.2	Once the Position Review has verified, a blue Submit button will appear below. Click on the blue **Submit** button to submit this Position Review. CONFIRM AND SUBMIT POSITION REVIEW FORM: ☑ Page 5 of 5 « Previous Next » Submit Save

3.5.3	To go back to the previous page, click on the **Previous** button below, but do not tick the Submit check box. CONFIRM AND SUBMIT POSITION REVIEW FORM: ☑ Page 5 of 5 « Previous Next » Submit Save	
3.5.4	To save the Position Review and return to it later, click on the **Save** button, but do not tick the Submit check box. CONFIRM AND SUBMIT POSITION REVIEW FORM: ☑ Page 5 of 5 « Previous Next » Submit Save	
3.5.5	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 page. Submit Cancel form Print	

4. Employee raised Position Review

When the Position Review is initiated by a staff member for their own position, the Position Number is automatically populated with the initiator's position number, and the Position Review Type is automatically populated with "Update Position Description".

14.3. Position Review Type
This field will default to Update Documentation.

If a classification is required for this position, please indicate this in the Additional Information field within the form.

RESPONSE: Update Pos Description   ⌄

The initiator is provided with two submission options, "Submit to HR" or "Submit to my supervisor".

A staff member may submit a request directly to Human Resources for a review of their position, although the normal expectation would be that the request is submitted jointly in consultation with and endorsed by their supervisor. In cases where this does not occur, both the staff member and the supervisor will be provided with a fair and equitable, open and transparent process which will allow an informed decision to be made.

14.15. Submission Options

Please select a submission option from the dropdown below.

A Staff member may submit a request directly to Human Resources for a review of their position, although the normal expectation would be that the request is submitted jointly in consultation with and endorsed by the supervisor. In cases where this does not occur, both the staff member and the supervisor will be provided with a fair, equitable, open and transparent process which will allow for an informed decision to be made.

RESPONSE:

Page 1 of 4

« Previous   Next »

Submit to HR
Submit to my supervisor

All other Position Review steps are identical to the Supervisor Initiated steps.

5. Endorsers and Executive Approval

5.1 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.

10. WORKING NOTES

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

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 endorsers/approvers/reviewers.

79. WORKING NOTES

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

79.12. Working Notes

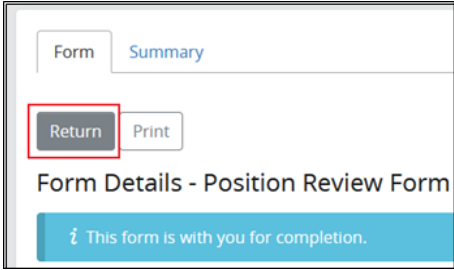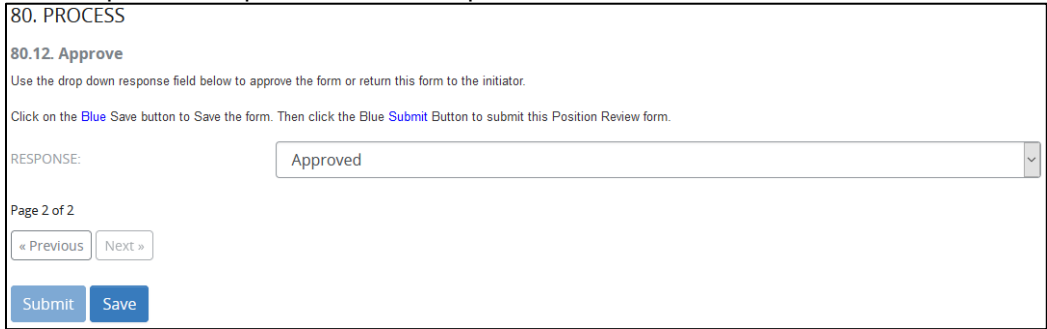This section is an open dialogue for all form contributors.

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: Working notes from the executive.

5.2 PROCESS

Step	Description
5.2.1	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. **80. PROCESS** **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. RESPONSE: Page 2 of 2 « Previous Next » Approved Return to form initiator *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.* *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, the Position Review will go back to Endorser 2. If the Executive 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. Form / Summary Return / Print Form Details - Position Review Form *i* This form is with you for completion.
5.2.2		Select a process response from the dropdown. Click the blue **Save** button. 80. PROCESS **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. RESPONSE: Approved Page 2 of 2 « Previous Next » Submit Save
5.2.3		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 initiator of the Position Review. CONFIRM AND SUBMIT POSITION REVIEW FORM: ☑ Page 5 of 5 « Previous Next » Submit Save