

GUIDELINES ON POSITION TITLES

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1. Overview

These guidelines reflect the preferred and accepted practices of the University. The purpose is to provide managers with information and options for the application of position titles.

These guidelines should be read in conjunction with the Academic Promotions Policy (Policy HR-26.3), Staff Recruitment and Selection Policy (Policy HR-27.1) as amended or replaced, and associated guidelines, as well as the applicable Industrial Instrument.

2. Objectives

The objectives of these guidelines are to:

- provide managers with a framework for the use of academic and professional/ security/ grounds/Document Services staff position titles
- assist managers to ensure that the position title accurately reflects the role.
- provide a framework to ensure consistency in the application of position titles across the University.

3. Guiding Principles and Approach

The University is a diverse organisation with a range of positions and careers. The broad principles and approach embodied within these guidelines are listed below.

Position titles:

- are gender neutral
- accurately reflect the main purpose of the position and not inflate the purpose of the position
- indicate the relative level of the position within the University hierarchy
- are consistent with the principles of equity and fairness across the University.

4. Relevant Terms

Academic Staff are staff employed as academic staff members and appointed to undertake academic work according to the Minimum Standards for Academic Levels.

Professional, security, grounds and document services staff are staff appointed according to the Higher Education Officer (HEO) classification levels.

Industrial Instrument refers to the applicable Collective/Enterprise Agreement, Award, Australian Workplace Agreement, contract of employment or legislation.

Academic Designation – an academic staff member with the substantive academic title of Associate Professor or Professor may apply to have an academic designated title allocated to acknowledge academic leadership and expertise in their specific discipline. The substantive academic title of Associate Professor or Professor may have been awarded either on appointment to the University or through academic promotion.

5. Guidelines

All positions developed within the University shall be allocated a position title in accordance with these guidelines. The guidelines are designed to help managers understand the types of acceptable position titles and how to apply them.

5.1 Academic Staff Positions

All academic positions should have an academic title designated to the role as conferred, according to academic promotion policy or through the recruitment process.

For academic positions, one of the following titles should be assigned to the position:

- Lecturer (Academic Level A or B)
- Senior Lecturer (Academic Level C)
- Associate Professor (Academic Level D)
- Professor (Academic Level E)

For research only academic positions, one of the following titles should be assigned:

- Research Assistant (Academic Level A, step 1-8)
- Research Associate (Academic Level A, step 6-8)
- Research Fellow (Academic Level B)
- Senior Research Fellow (Academic Level C)
- Associate Research Professor (Academic Level D)
- Research Professor (Academic Level E)

The position title should be entered on the human resources information system and on any documentation for the position, e.g. business card, home page and employment contract.

Within the University there are position titles which are associated with specific academic leadership positions. These position titles are in addition to the designated academic title and are generally positions into which staff are seconded and have separate conditions of employment associated with the position. These include:

- Head of School
- Associate Head of School

- Program Director
- Research Centre Director
- Course Coordinator

To ensure that the position title is relevant and descriptive for the area in which the academic staff member specialises, a 'local title' may also be designated to the position as per the Guidelines for Academic Designations for Associate Professors and Professors, and Honorary Academic Titles Policy (C 16.3 as amended or replaced).

If the academic designation process is undertaken then the role should be reflected as:

- Professor or Associate Professor in area of specialisation or
- Professor or Associate Professor of area of specialisation.

Examples include:

- Professor of Early Childhood Education
- Associate Professor in Early Childhood Education

If the academic designation process is not undertaken then the title should be reflected as:

- Academic conferred title: area of specialisation

Examples include:

- Lecturer: Marketing

5.2 Professional, Security, Grounds and Document Services Staff Positions

Professional, security, grounds and Document Services staff position titles are generally not linked to the underlying classification level. Within the University it is not uncommon for positions to have same or similar position titles and be at different classification levels. The classification level is determined when the position is evaluated according to the content of the position description not the position title.

Position titles should reflect the major function of the role, e.g. administrator, officer, consultant, coordinator plus the 'field' in which the work is performed, e.g. Administrator: Human Resources.

Some generic position titles recommended for usage within the University include:

- Business Analyst
- Administrator
- Administrative Officer
- Coordinator
- Officer
- Team Leader
- Project Officer
- Technical Officer

Within the University there are job specific position titles, examples of these include:

- Division Accountant
- Division Manager
- Centre Administrator (Research Centre Administrators)
- Finance Officer
- Human Resources Officer
- Manager: Human Resources

- Graphic Designer
- Help Desk Operator
- Personal Assistant
- Marketing & Alumni Coordinator
- Program Support Officer
- Academic Support Officer
- IT Support Officer
- Business Development Manager
- Information Technologist
- Library Assistant
- School Executive Officer
- Security Officer

To ensure that the position title is relevant and descriptive for the area in which the professional, security, grounds or Document Services staff member specialises, a 'local title' may be designated to the position.

This local title should be reflected as:

- Professional, security, grounds or Document Services generic position title: area of specialisation

Examples include:

- Administrator: Finance
- Consultant: Remuneration & Workforce Strategy
- Coordinator: Marketing

5.3 Limited Position Titles

Within the University there are some positions titles that are restricted except in relation to certain roles. This includes the following:

'Associate Head of School' – this title is limited to positions approved and appointed in accordance with the Associate Head of School Conditions of Employment Guidelines.

'Associate Lecturer' - It is recommended that this title is not used for future positions. Lecturer Level A is the preferred title.

'Dean' – this title is limited to specific academic leadership roles as per guidelines and conditions of employment.

'Deputy' – this title is limited to when the role is second in charge and as designated by the Senior Management Group member.

'Deputy Vice Chancellor' – this title is limited to the head of a portfolio as designated by the Vice Chancellor.

'Director' – this title is limited to the head of a University wide unit as designated by the Pro Vice Chancellor: Strategy & Planning. Where a role has extensive Division wide responsibilities, the title of 'Division Director' may be used.

'Executive Director' – this title is limited to the head of a portfolio as designated by the Vice Chancellor.

'Executive Officer' – this title is limited to positions directly reporting to a member of the Senior Management Group.

'Head of School' – this title is limited to the head of a school and reporting directly to a divisional Pro Vice Chancellor.

'Manager' – this title is limited to professional, security, grounds or Document Services staff HEO8 and above who have people management responsibility.

'Program Director' – this title is limited to positions approved and appointed in accordance with the Guidelines for the Appointment and Conditions of Employment of Program Directors.

'Pro Vice Chancellor' - this title is limited to the head of a division/portfolio as designated by the Vice Chancellor.

'Research Centre Director' – this title is limited to roles which are designated by the Research Policy Committee.

6. Other Conditions and Considerations

It is important to ensure the position title accurately describes the position, as the title is the initial area of attraction to potential candidates when the University is advertising.

Care should be taken when using a title that has University specific language, as this may discourage potential external applicants.

Managers should also consider other position titles used throughout the University to ensure consistency and provide a guide when making decisions. It is important to ensure that the position title does not over inflate the position and is not excessive in length.

7. Responsibilities and Authorities

Use of position titles outside these guidelines is restricted and must have approval from Director: Human Resources.

Responsibility for the application of these guidelines rests with the relevant Senior Management Group Member.

8. Cross References

As amended or replaced:

- Remuneration and Reward Policy (HR-28.1)
- Selection and Recruitment Policy and Guidelines (HR-27.1)
- Academic Promotions Policy (HR-26.2)
- Honorary Academic Titles (C-16.3)
- Guidelines for Academic Designations for Associate Professors and Professors
- Guidelines for the Appointment and Conditions of Employment of Program Directors
- Associate Head of School Conditions of Employment Guidelines
- Applicable Industrial Instrument
- Vice Chancellor's Delegation of Authority

9. Further Assistance

Management and staff may seek further advice about position titles from their local Human Resources professional or the Remuneration Team in the Human Resources Unit.

Updated: April 2009