

Staff Classification Review Guidelines

1. Statement of Commitment to Child Safety

The Geelong College is a Child Safe School. We have a zero-tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. The Geelong College recognises that in order to achieve a child safe environment at the College which meets students' intellectual, physical, social, emotional and moral needs, students need to be involved in the creation and maintenance of such an environment.

We are committed to taking a preventative and proactive approach to providing a child safe environment where children and young people are safe and feel safe; they are empowered to use their voices when decisions are being made that affect their safety. We are also committed to providing simple and accessible processes to assist all children to identify and communicate when they do not feel safe. Particularly, this includes those who are Aboriginal and Torres Strait Islander, from culturally diverse backgrounds and those with a disability.

We are clear about our behavioural expectations of every person in our community and are committed to having a shared understanding of and responsibility for child safety. All staff are expected to uphold a culture that protects children from all forms of harm.

2. Background

Each position will be classified using The Geelong College Classification descriptors (Schedule 2 of The Geelong College Enterprise Agreement Business Operations Employees 2018-2020) at a level which most accurately reflects the value of the work required to be performed and the duties and responsibilities of the position.

The Classification Review process supports the College's capacity to continually adapt to meet its strategic and operational direction, recognising that changes in positions and business requirements and goals do occur. In the event of change, new needs may arise which result in significant and substantial variations to duties and responsibilities.

Undertaking a classification review assists the College to maintain internal relativities between positions, ensuring fair and equitable classification.

So as to meet the above objectives, new positions and vacant positions are assessed by the Director of Business Operations, Director of Human Resources and the applicable Line Manager to ensure appropriate classification.

Currently filled positions are reviewed annually with input from the applicable Line Manager and in discussion with the Director of Business Operations and Director of Human Resources. If it is determined that a position has undergone significant and substantial change, or in a situation where a position is considered to be incorrectly classified, the position classification will be reviewed.

3. General Principles

Classification Review:

- a. is a process for assessing the requirements of a position
- b. is used to ensure positions meet operational needs and business requirements
- c. recognises ongoing, significant and substantial changes to a position
- d. is conducted on an annual basis
- e. may be linked to an appraisal process

- f. is applied to ensure equity and consistency between similar positions
- g. is related to the needs of the position and does not relate to performance, length of service, market forces or retention
- h. operates within the organisational structure of the College; and
- i. takes into account that work value relates to the nature of the work, skill and responsibility required

4. Timeline and Action

On an annual basis the Director of Business Operations and Director of Human Resources and applicable Line Manager will meet and discuss all current positions to determine if there has been any substantial change. Any change in classification level will be notified to the current incumbent in writing along with the rationale for the change in classification level and resultant salary if applicable. Where a decision is made to decrease a classification level for a person, this would not happen without prior consultation and discussion and would most likely be triggered through a significant role change (e.g. the removal of supervisory responsibilities).

5. Alignment with Performance Review discussions

The Classification Review Process will align with proposed Performance Review discussions in that during the Performance Review discussion staff members and their Line Managers are encouraged to discuss all aspects of the staff member's position. This will incorporate talking about any significant changes to the scope or dimension of the position, relevant development activities to be undertaken and any inhibitors to undertaking the role successfully.

6. Having the Discussion

Line Managers should work through a prescribed structure for the Performance Review discussion. The staff member and their Line Manager will review the position description during the discussion, to ensure details are relevant and up to date.

When discussing the possible reclassification of the position due to changes in work value, Line Managers should ensure the following details are addressed:

- a. does the current position description accurately reflect the needs and priorities of the position?
- b. have changes in the role over the previous twelve months occurred?
- c. list any changes to duties and responsibilities set out in the current position description and provide a revision of the current position description;
- d. are these identified changes significant and substantial?
- e. are identified changes ongoing requirements of the position?

7. Position Description not developed

In the event that no position description exists, then it is timely to develop a position description in draft. The position description will then be reviewed by the Business Manager with input from the Director of Human Resources if required.

8. Changes to the Role

When discussing changes in the role, it is important to distinguish between ongoing work value changes and temporary changes, as well as duties that are not resulting in the role increasing in inherent work value. If a change in a position is temporary, a change in classification will not occur.

Once the staff member and their Line Manager have discussed changes to the position, the Line Manager shall then determine whether:

- a. no further action is to be taken; or

- b. a position review is to be initiated

The Line Manager will discuss with the staff member the decision to review.

9. Position to be reviewed

If it is determined that the classification of a position needs to be reviewed either through no description currently in place, a change to the role or at the request of the current incumbent, then a draft position description should be developed. Human Resources will provide support for this activity.

The draft position description should highlight the changes being proposed. The Business Manager and Line Manager with the support of the Director of Human Resources if required, will review the draft position description, discuss the changes in role and determine if the role is to be reclassified.

10. Classification Review considerations

Where a position has changed, the incumbent and/or Line Manager are encouraged to cite relevant and descriptive examples of variations to positions including:

- a. justification of substantial and significant change in work value
- b. examples of change
- c. rationale for change; and
- d. nature of changes – whether they are ongoing or temporary

11. Options for staff to request a review

If a staff member feels that their position is incorrectly classified, but their Line Manager does not support the request for a Classification Review, the staff member is entitled to seek advice from the Director of Human Resources

A staff member may make an application to the Director of Human Resources for a review in the event they feel their role is not classified correctly and their Line Manager has already undertaken the process of review and/or the position has already been reviewed as part of the annual process.

The Director of Human Resources will support the member of staff to identify and list the changes they feel have occurred in the role. This will then be reviewed by the Director of Business Operations with input sought from the Line Manager. In the instance where the Director of Business Operations Manager is the Line Manager, then the Deputy Principal or Principal will participate in the review and resultant outcome.

12. Communication with Staff and Line Manager

Throughout the process of reviewing the position, regardless of the catalyst for the review, it is imperative that both the member of staff and Line Manager are communicated with. Depending on the approach taken, a timeline will be proposed for the process and review and communication will continue during this time. Regardless of outcome, the member of staff and Line Manager will be informed of the decision and why. Any resulting change to classification and/or salary will be communicated in writing to the member of staff.