

Linked Classification

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1.0 Purpose

Griffith University recognises that the duties and responsibilities of a particular position may extend beyond one Higher Education Worker (HEW) classification level. This procedure provides an Element with the ability to ensure the classification reflects the accountability of the position as well as the strategic and operational needs of the work area.

2.0 Scope

This procedure applies to continuing and fixed term employees only.

3.0 Procedure

3.1 Approval Process

Once it is determined that a position should be linked, the following steps for approval are to be taken:

STEP 1

The employee's manager must provide the following documentation for the evaluation process:

- Position Description that includes:
 - the eligibility requirements for the lower level
 - the eligibility requirements for the higher level
 - the range of key responsibilities for the lower level
 - the additional range of key responsibilities for the higher level classification position.
 - Position Classification Coversheet should outline:
 - needs of the work area
 - strategic and operational planning for the area
 - relativity issues with other positions in the Element or University
 - sufficient funding for the full salary range of the linked classification position.
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STEP 2 The Head of Element will consider the linked classification proposal, position description and position classification coversheet before recommending the proposal to the Director, Human Resources.

It is important to ensure that sufficient funding is available for the full salary range of the linked classification position.

STEP 3 With Director, Human Resources' approval, the evaluation request is allocated to a Job Evaluator for assessment of the position's linked classification level.

STEP 4 Upon completion of the assessment by the Job Evaluator, Human Resources will advise the relevant area and the employee in writing of the outcome.

Human Resources will arrange for the position data to be updated. An employee who is already at the top increment at the time of approval will be provided with the opportunity to advance to the first increment step of the higher linked classification level once they have met the criteria for advancement.

3.2 Recruiting for Linked Positions

Once the University has decided to recruit to a position that has been approved as a linked classification, a linked position description and the salary ranges for both classification levels should be advertised. Recruitment documentation will make it clear that the University has the right to appoint at either classification level.

The position criteria and information on how to apply for linked classification positions will be included in the recruitment documentation for the position.

A recruitment panel may recommend that an applicant for a linked classification position be appointed at the higher linked classification level, where the successful applicant is able to satisfy the advanced criteria of the higher level linked classification position.

4.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Head of Element means a position that is the designated head of an organisational unit in the University, for example, Head of School or Director of an administrative division.

HR means the office of Human Resources at Griffith University.

5.0 Information

Title	Linked Classification Procedure
Document number	2024/0001035
Purpose	Griffith University recognises that the duties and responsibilities of a particular position may extend beyond one Higher Education Worker (HEW) classification level. This procedure provides an Element with the

ability to ensure the classification reflects the accountability of the position as well as the strategic and operational needs of the work area.

Audience Staff

Category Operational

Subcategory Staff

UN Sustainable Development Goals (SDGs) This document aligns with Sustainable Development Goal: 8: Decent Work and Economic Growth

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Policy advisor Head of HR Business Partnering

Approving authority Director, Human Resources

6.0 Related Policy Documents and Supporting Documents

Legislation [Fair Work Act 2009 \(Cth\)](#)
[Griffith University Academic Staff Enterprise Agreement 2023-2025](#)
[Griffith University Professional and Support Staff Enterprise Agreement 2023-2025](#)

Policy [Talent Acquisition Policy](#)

Procedures [Pre-Employment Screening Procedure](#)
[Talent Acquisition Procedure](#)

Local Protocol N/A

Forms N/A