Position Classification Procedure

1. The purpose of our procedure

This procedure outlines how we classify positions at Adelaide University and how staff and line managers can seek review or reclassification, where roles change over time.

It supports fair and transparent **classification** of roles, aligned with the Adelaide University Enterprise Agreement 2026 (Enterprise Agreement) and our commitment to recognising the value and contribution of our staff.

Please read this procedure in conjunction with the:

- Remuneration Policy
- [Workforce Management Policy]
- Staff Development and Performance Policy
- Academic Promotion Procedure
- Career Development Support Procedure
- [Recruitment Procedure].

2. Who our procedure applies to

2.1 Inclusions

This procedure applies to:

- continuing academic and professional staff
- fixed-term and casual staff, where relevant to classification decisions.

2.2 Exclusions

This procedure does not apply to:

- senior staff employed under an individual contract of employment
- the academic promotion process (which is managed under the Academic Promotion Procedure).

This procedure authorises the Director, Rewards and Talent to maintain associated protocols.

3. Our position classification procedure

For the purposes of this procedure, **role description** means the same as position description.

We classify positions based on the work required to be performed, not the individual performing the role. Classification decisions are evidence-based, consistent, and aligned with university classification frameworks.

3.1 Classifying positions

All positions, excluding Senior Staff Levels 2-4, will be classified using the approved classification descriptors contained in the Enterprise Agreement.

3.1.1 Professional roles

Classification of a professional role is based on the assessment of the position against classification descriptors (HEO 1-10) as found in the Enterprise Agreement. These descriptors include assessment of:

- qualifications and experience required
- level of supervision
- complexity of tasks
- judgement, independence and problem solving
- organisational knowledge and impact.

Each position will have a role description that:

- clearly describes the purpose, responsibilities and reporting relationships
- provides sufficient detail to enable classification assessment
- reflects the actual work required to be performed.

3.1.2 Academic roles

Classification of an academic role is based on the assessment of the position against classification descriptors (Level A-E) as found in the Enterprise Agreement. These descriptors include assessment of:

- general standard required at the applicable level
- specific duties relating to academic activities, supervision, and administration, leadership and independence
- skill base including qualifications and demonstrated performance.

Academic roles are not **reclassified** through role evaluation processes.

Progression for academic staff occurs through:

- incremental progression within a classification level

- promotion to a higher academic level through formal promotion processes as found in the Academic Promotion Procedure.

3.2 Maintaining accurate role descriptions

We will review role descriptions annually through the Performance Planning, Development and Review (PDR) process.

Within a reasonable period following appointment or organisational change, the staff member and their line manager will:

- review the role description
- agree updates to reflect the current scope and responsibilities of the role, if required.

Where it is agreed that changes to the role description are required, a request for a classification review may be submitted to People and Culture for assessment.

3.3 Reviewing a position classification

An employee or line manager may request a review of a position's classification at any time, including following appointment or organisational change, when:

- the duties of the role have changed significantly over time
- the role description no longer accurately reflects the work performed
- the classification level may no longer align with the role requirements.

Employees are encouraged to first discuss concerns with their line manager to seek resolution at the local level.

3.4 Requesting a reclassification

When the reclassification of a professional role is requested:

- the employee and line manager will review and update the role description, if they have not done so already
- an updated role description will be submitted to People and Culture with a completed Application for Reclassification form
- People and Culture will assess the work value of the role against classification descriptors.

If the position is assessed at a higher classification level:

- the position will be reclassified
- the effective date will be determined in accordance with the Enterprise Agreement.

If the position is assessed at the same classification level:

- the classification will be confirmed
- feedback will be provided to support understanding of the outcome.

3.5 Classification review process

If classification concerns are not resolved locally, an employee may submit a formal request for a review, in writing, to the Deputy Vice Chancellor - People and Culture as per clause 63.6 of the Enterprise Agreement.

The review will be referred to a Classification Review Committee, in line with the Enterprise Agreement classification review process.

3.6 Outcomes of classification review

Classification review outcomes will:

- be based on the requirements of the role
- be consistent with classification descriptors across the University
- be documented and communicated to the employee.

Where a reclassification is approved, implementation will occur in line with Enterprise Agreement provisions.

Where a classification review remains unresolved, staff members may access other processes available under the Enterprise Agreement.

4. Who holds a responsibility within this procedure

Refer to the Delegation Policy for all delegations at Adelaide University.

4.1 The Deputy Vice Chancellor – People and Culture is required to:

- refer to a Classification Review Committee any formal requests for review of position classification.

4.2 The Deputy Vice Chancellor – People and Culture, Executive Director, People Advisory and Wellbeing, and Director, Rewards and Talent are required to:

- approve a reclassification of a vacant or existing continuing or fixed-term role upon submission of reclassification application by the Line Manager or employee, and with endorsement from the relevant senior staff member.

4.3 The Classification Review Committee is required to:

- convene a classification review in accordance with the process detailed in clause 63.7 – 63.10 of the Enterprise Agreement.

4.4 The People and Culture team is required to:

- provide advice on classification and reclassification
- assess positions against classification descriptors
- ensure consistency across the University.

4.5 Line managers are required to:

- maintain accurate position descriptions
- support employees in reviewing role changes
- submit a reclassification application for approval upon endorsement by the relevant senior staff member
- submit updated documentation for assessment.

4.6 Employees are required to:

- raise classification concerns in a timely way
- participate in position description reviews
- provide relevant information to support assessment.

5. Definitions used in our procedure

Please refer to our Adelaide University glossary for a full list of our definitions.

Classification means the assignment of a position to a level based on the duties, responsibilities and requirements of the role.

Position Description and **Role Description** mean a document that outlines the purpose, responsibilities and requirements of a role.

Reclassification means a reassessment of a position where duties have changed sufficiently to warrant review against classification descriptors.

6. How our procedure is governed

This procedure is categorised, approved and owned in line with the governance structure of Adelaide University and the offices and officers listed below.

Parent policy	**Remuneration Policy**
Policy category	Corporate
Policy owner	Deputy Vice Chancellor - People and Culture
Approving authority	Vice Chancellor and President
Procedure owner	Deputy Vice Chancellor - People and Culture
Responsible officer	Director, Rewards and Talent
Effective from	11 November 2026
Review date	3 years after date this version is approved

Enquiries	Submit enquiries via General enquiry - P&C on Services Hub
Replaced documents	None

7. Legislation and other documents related to our procedure

Refer to the Delegation Policy for all delegations at Adelaide University.

Category	Documents
Associated procedures	Overtime and TOIL Procedure
	Loadings and Allowances Procedure
Related policy documents	Remuneration Policy
	[Workforce Management Policy]
	Staff Development and Performance Policy
	Career Development Support Procedure
	[Recruitment Procedure]
	Academic Promotion Procedure
Related legislation	*Adelaide University Act 2023*
External references	Adelaide University Enterprise Agreement 2026, as varied or replaced from time to time.

8. History of changes

Date approved	To section/clauses	Description of change
11 November 2026 AD2026/459121	N/A	New procedure

At the time of writing, some organisational details within Adelaide University are still evolving. Square brackets [ ] are used to indicate placeholders or areas where

information may be refined, clarified, or confirmed. These will be updated as the University's arrangements are finalised.