

**Human Resources
Authority Delegations October 2008**

Situation	Issue	Staff Level	Recommendation	Delegated Authority
Organisational Change	Organisational structure	Across Faculty/Head of Office	DVC (Provost)/Director Human Resources	Vice Chancellor
	Organisational structure	Within Faculty/Office	Executive Dean/Head of Office	DVC
	Creation/deletion of positions	Executive Dean/Head of Office, DVC, PVC	Executive	Vice Chancellor
	Creation/deletion of positions	Academic Lvl E and below, Gen'l Lvl 10 and below	Head of Department/Head of Office, Faculty General Manager (FGM)	Executive Dean/ Dean/ Head of Office
	Changes to reporting line	All	Supervisor	Executive Dean/ Dean/ Head of Office
	Evaluation or Regrading of positions	All	Supervisor/Head of Office/Executive Dean/FGM for Faculty based General Staff positions	Manager Employee Relations
Recruitment	Approval to recruit Permanent and Fixed Term longer than 12 months	All	Faculty - HOD/FGM, Offices Head of Organisational Unit	Executive Dean/ Dean/ Head of Office
	Approval to recruit Casual Fixed Term up to 12 months	All	Supervisor	Faculty - HOD/FGM, Head of Organisational Unit
	Use of an external recruitment agency	All	Faculty - HOD, Offices Head of Organisational Unit	Executive Dean/ Dean/ Head of Office/ FGM
	Use of external and print advertising	All	Faculty - HOD/FGM, Offices Head of Organisational Unit	Executive Dean/ Dean/ Head of Office/ FGM
	Selection committee membership	Executive		Vice Chancellor ()
		Executive Dean/Head of Office		DVC
		Academic Lvl D & E	Executive Dean	DVC (Provost)
Appointment	Fixed-term: up to / including 12 mnths	All	HOD/Head of Organisational Unit	HOD/Head of Organisational Unit
	Fixed-term: longer than 12 mnths	All	HOD/Head of Organisational Unit	Executive Dean/ Dean/ Head of Office
	Continuing	Vice Chancellor		Council
		Executive/ Executive Dean		Vice Chancellor
		Academic Lvl D & E	Executive Dean	DVC
		HOD,Academic Level A-C, General Staff Lvl 10 & below	& below- FGM, Office General Staff - Head Organisational Unit	Executive Dean/ Dean/ Head of Office
	Casual	All	HOD/Head of Organisational Unit	HOD/Head of Organisational Unit
	Transfer	All	supervisor	Executive Dean/ Dean/ Head of Office
	Conversion from Fixed-term to Continuing	All	Executive Dean/Head of Office	Director HR/ Manager Employee Relations
	Adjunct, Honorary & Visiting Academics	Academic Lvl E	Executive Dean	DVC (Provost)
	Adjunct, Honorary & Visiting Academics	Academic Lvl A-D	Executive Dean	DVC (Provost)
	Emeritus Professors	Academic Lvl E	Executive Dean	University Council
	Removal & Relocation	All	HOD/Head of Organisational Unit	Executive Dean/ Dean/ Head of Office
	Variation to Standard Contract of Empolymnt	All	Executive Dean/ Dean/ Head of Office	Director HR/ Manager Employee Relations
	Probation	Confirmation / Termination	Executive	
		Executive Dean/ Dean/ Head of Office	DVC (Provost)	Vice Chancellor
		Academic Lvl E & below, Gen'l Lvl 10 & below	Supervisor	Executive Dean /Head of Office
Promotion	Academic	Academic Level B to E	Promotions Committee	DVC (Provost)
Appeals	Promotion	All	Promotions Appeals Committee	DVC (Provost)
	Appointment	All	Staff Member	Director HR
	Position grading	All	Manager ER	Director HR
	Outside Studies Program	All	Staff Member	DVC (Research)
	Appeals on Position Evaluation	All	Staff Member	Director Human Resources
Remuneration	Salary loading / Performance bonus	VC & Executive		Remuneration Committee of Council

