

Staff Consultative Group- Working Party Report

SCG Working Party Reviewing- 'Position Classification Review of General Staff Positions' & 'General Staff Position Descriptors'

Following discussion within the working party and consultation with MQ staff via the SCG we feel that largely the new policy transfers much of the detail previously held within the enterprise agreement. We do have concerns in the following areas:

1. Policy- Principles

- There is no clear statement on the principles of this policy. A statement to the effect of **'The principles of this policy are fairness, transparency, equity and timeliness (not subject to undue delays in determination)'**
- It is important to make the identification in the principles that **'In establishing these position descriptions, no current position will be adjusted downwards'**.
- While training is still being implemented it is important to make the distinction that **'Until all staff and supervisors are trained, they will be assisted in writing position descriptions by Human Resources'**

2. Policy- Procedures

- A distinction must be made that **'Incumbents must be consulted if their position or reporting lines are to be affected as per 4.10.3 in the Enterprise Agreement (2006-2009)'**

It is also suggested that HR make a response to the following questions with regards to this policy:

- Policy: Cannot take into consideration any new information that alters the original documentation
HR: Surely if there was additional information discovered that was pertinent to the position it must be considered?
- Policy: The decision of the Director, Human Resources will be final
HR: This is not consistent with the EA, this then needs to link into the grievance policy 4.19
- Transparency within the policy
HR: To increase transparency shouldn't all Macquarie position descriptions be made available via the HR website as both a transparency exercise and to act as a comparison for staff when designing/reviewing positions
- Backdating of reclassification
HR: It should be made clear when a reclassification is effective from and backdating should be considered if the incumbent has been performing duties for a period of time
- General Staff Position Descriptors
Is there anyway to lay this out more effectively? (Flinders has a very effective user friendly way of viewing this information-
http://www.flinders.edu.au/hrd/html/docs/Class_Descriptors.pdf)

Recommendation: This working group recommends the SCG adopt these changes and questions being put to Human Resources for their response.