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| NEW Professional POSITION REQUEST FORM |

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| **INSTRUCTIONS FOR COMPLETING THE NEW PROFESSIONAL POSITION REQUEST FORM:** |
| The purpose of this form is to create a new position supported by an accurate position description within your organisational unit.**To review, classify or update a current position within your organisational area, please use the online Position Review in** [**Staff Connect**](https://selfservice.aurion.cloud/acu/production/actionitems)**.** |
| **Prior to commencing this form:**1. Please make yourself familiar with the [Position Classification for Professional Staff Policy and Procedure](https://policies.acu.edu.au/hr/recruitment_and_selection/position_classification_for_professional_staff).
2. Refer to the [ACU Staff Enterprise Agreement 2017-2021 Schedule 3](https://staff.acu.edu.au/human_resources/working%20here/enterprise_agreement__and__conditions) - Classifications used by Australian Catholic University for Professional Staff, for information on the expected level of qualifications, task level and responsibility and supervision.
3. A text box or hashtag # indicates that text input is required.
4. Where check boxes or drop-down boxes are provided, please select the appropriate response.
5. Remember that you are describing the content and requirements of the position at Australian Catholic University. Your descriptions and response to the questions are focussed on what is needed to regularly perform the normal requirements of the position at an acceptable and consistent level, not duties performed on an irregular basis.

If you require further assistance with completing this process, please visit [Service Central](https://acu.service-now.com/service_central?id=sc_search&q=position%20review) or call (07) 3623 7272 |
| **Upon completion of this New Professional Position Request Form:**Please forward this by using the **Submit New Professional Position Request Form** in [**Service Central**](https://acu.service-now.com/service_central?id=service&sys_id=9aca9c4ddbf0a3404f95cae43a961946). A HR staff member will review the request and contact you with further information regarding the review process.  |

**PART 1 – APPLICATION DETAILS AND APPROVAL**

1. **REASON FOR SUBMISSION**

Please  tick reason below:

[ ]   ***Application for new position:***

***Only complete this form if the relevant approval has been provided for this new position.***

*Briefly outline in the text box below, the position and where it fits within the functional unit. Where the position is involved in an Organisational Change process, outline any changes to the position and where the position sits within the context of the Organisational Structure.*

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[ ]  ***Duplication copy PD of an existing position*** *- Require new position number*

 *Position number to be duplicated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Use when the position description and classification outcome can be an exact duplication of an existing position but a new position number is required. Ensure that the relevant approval has been sought for the additional resource and new position number to be created.*

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***Note:*** *To make changes to existing positions please complete the Position Review Form in* [*Staff Connect*](https://sso.acu.edu.au/authenticationendpoint/login.do?SigAlg=http%3A%2F%2Fwww.w3.org%2F2001%2F04%2Fxmldsig-more%23rsa-sha256&Signature=goefpLjumb2dHoM6r0sLUoKAwM1HwA%2BnpMw1A3Y3QFuxYwKvHhJ1ig95P0f9cFNcjAlcx9iszDkLovwUr%2FxSzc9XpUOvxXV%2FTsORalLv0eAUtZHJBRgdUoXrBZYfQnmw9Kfzo6PIfQb0hnqsAKH8%2BQiFkzzqUlXX6pMUsBr0X5Nd6XydMTlxxffyC%2FAAb66%2FcsTanjxYVLhVPMab8FJpPpnrIJcWTpPH195e4opMb5Pi%2FEJHbO7pse3QlppvNUbIMX%2FUlXFgXf%2FSUZSc2QIGyzQBgF6%2B5BJH%2Fgw0SSZ6wXh%2FgYxBq5d8Sys4JJxoURxCe1Pu7aQkjRU2UQ04%2BX%2FPKQ%3D%3D&commonAuthCallerPath=%2Fsamlsso&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=a13508bf-6c49-46f4-b8e2-d52a661d3fe0&relyingParty=https%3A%2F%2Fselfservice.aurion.cloud%2Facu%2Fproduction&type=samlsso&sp=Aurion-Prod-AWS&isSaaSApp=false&authenticators=BasicAuthenticator:LOCAL) *and select “Updated Documentation” as the option.*

1. **POSITION DETAILS:**

|  |  |
| --- | --- |
| **Position Title** | Click or tap here to enter text.  |
| **Employment Type** | Choose an item. |
| **Attendance Type** | Choose an item. |
| **Funding FTE** | Click or tap here to enter text.  |
| **Hours Per Week** | Click or tap here to enter text.  |
| **Cost Account** | Click or tap here to enter text.  |
| **Additional Information/ Comments** | Click or tap here to enter text.  |

1. **APPROVAL OF DOCUMENTATION**

The below signatories certify that the information supplied is factual and there has been endorsement and budget approval for the creation of a new position.

**NOMINATED SUPERVISOR**

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Signature: |  | Date: | Click or tap here to enter text. |

**FINANCE BUSINESS PARTNER**

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Signature: |  | Date: | Click or tap here to enter text. |

**MEMBER OF THE EXECUTIVE**

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Signature: |  | Date: | Click or tap here to enter text. |

**PART 2 – POSITION DESCRIPTION**

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| --- | --- |
| **Position Title** | Click or tap here to enter text.  |
| **Organisational Unit** | Click or tap here to enter text.  |
| **Functional Unit** | Click or tap here to enter text.  |
| **Nominated Supervisor** | Click or tap here to enter text.  |
| **Higher Education Worker (HEW) Level** | Choose an item. | **Campus/Location** | Choose an item. |
| **CDF Achievement Level** | ***HR to assign*** | **Position Number** | ***HR to assign***  |
| **Employment Type** | Choose an item. | **Date reviewed** | Click or tap here to enter text. |

**ABOUT ACU AND PORTFOLIO STATEMENTS**

Human Resources will add in Organisational Statements about Australian Catholic University and the Portfolio that have been approved for use by the relevant Member of the Executive. If a specific description of a team is required this is to be added to the statements, please do so in the Position Purpose text box provided below.

**POSITION PURPOSE**

The position purpose provides broad outline of why the position exists. Describe in the text box below, in one or two brief sentences what the position does, what the position is expected to achieve, and the behaviours needed to achieve it. Sentences should start with a verb (present tense, third person singular). e.g. “Provides,” “Manages,” “Monitors,” etc.

Examples:

* *Administrative Officer*

*Provide administrative support to the Executive Dean to facilitate the efficient operation of the Faculty.*

* *Student Admissions Officer*

*Provide a range of information and support services to potential students to enable the efficient selection of students for admission to University courses*

* *Payroll Officer*

*Prepare or assist in the preparation and payment of wages and salaries and maintenance of related records, in a timely manner and in line with relevant taxation, legislative and audit requirements.*

* *Faculty Manager*

*Develop and manage relationships with third party service providers to ensure effective service delivery according to key performance indicators and other relevant measures*

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**POSITION RESPONSIBILITIES**

**Introduction**

A number of frameworks and standards express the University’s expectations of the conduct, capability, participation and contribution of staff. These are listed below:

[ACU Strategic Plan 2020-2023](https://www.acu.edu.au/about-acu/acu-2023)

[Catholic Identity and Mission](https://www.acu.edu.au/about-acu/mission-identity-and-values)

[ACU Capability Development Framework](https://staff.acu.edu.au/tools_and_services/learning%20and%20development/capability%20development%20framework%20development%20guide)

[Higher Education Standards Framework](https://www.teqsa.gov.au/higher-education-standards-framework-2015)

[ACU Service Excellence Framework](https://staff.acu.edu.au/our_university/service_excellence/service_excellence_framework)

ACU [Staff Enterprise Agreement](https://staff.acu.edu.au/human_resources/working%20here/enterprise_agreement__and__conditions), including provisions in relation to Performance Excellence

[ACU Staff Reconciliation Action Plan](https://www.acu.edu.au/-/media/feature/pagecontent/richtext/about-acu/faculties-directorates-and-staff/directorates/_docs/acu004_acu-rap2019_web.pdf?la=en&hash=592FE96F9C2C144D2DD54EAA25BAD231&hash=592FE96F9C2C144D2DD54EAA25BAD231)

The [Capability Development Framework](https://staff.acu.edu.au/tools_and_services/learning%20and%20development/capability%20development%20framework%20development%20guide/capability%20development%20framework%20resources) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University’s strategy and supports its mission.

**Key Responsibilities**

Key Responsibilities are the important tasks that the position undertakes for most of the time. Each responsibility should state the outcome expected to be achieved. Introduce each responsibility with an active verb, e.g. "Coordinate", "Manage", "Develop", "Supervise", "Process" etc.

In the table below, list up to ten (10) Key Responsibilities. Describe each Key Responsibility and list the most important at the top.

Identify the scope of contribution to the University and insert a tick  in the relevant column.

|  |  |
| --- | --- |
|  |  **Scope** |
| **Key Responsibilities specific to this position** | The position mainly contributes to activities, outcomes, and goals within their immediate team or work unit.  | The position mainly contributes to activities, outcomes and goals within the faculty/directorate/ organisational unit. | The position contributes to activities, outcomes and goals that are impacted and have impact across the University.  |
| *Describe key responsibility:*# |[ ] [ ] [ ]
| *Describe key responsibility:*# |[ ] [ ] [ ]
| *Describe key responsibility:*# |[ ] [ ] [ ]
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| *Describe key responsibility:*# |[ ] [ ] [ ]

**SELECTION CRITERIA**

**Qualifications, Skills, Knowledge and Experience**

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder. These are informed by the key responsibilities of the position and the Core Competencies set out in the Capability Development Framework.

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](http://www.acu.edu.au/staff/our_university/training_and_development) for more information.

In the table below, list the selection criteria for the position, keep to a maximum of eight (8). Describe each of the criteria and list the most important at the top.

| **Type****(Experience, Knowledge, Qualification, Skill)** | **Description** |
| --- | --- |
|  | Choose an item. | # |
|  | Choose an item. | # |
|  | Choose an item. | # |
|  | Choose an item. | # |
|  | Choose an item. | # |
|  | Choose an item. | # |
|  | Choose an item. | # |
|  | Choose an item. | # |

**CORE COMPETENCIES**

The ten (10) Core Competencies are the foundation to the successful achievement of our Strategic Plan. They describe the areas that we need to focus on in our work to achieve excellence.

ACU's Capability Development Framework (CDF) describes the competencies we look for, encourage and nurture in all ACU staff to achieve our strategy and support our Mission. The competencies provide staff with guidance on how to strengthen capability in their current position and understand expectations for potential future positions. For further information about the CDF click [here.](https://staff.acu.edu.au/tools_and_services/learning%20and%20development/capability%20development%20framework%20development%20guide/capability%20development%20framework%20resources)

**Live ACU's Mission, Vision and Values; Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values, is a mandatory core competency of all positions at ACU.**

In the table below, please  an additional four (4) core competencies that are required to perform the duties of the position and are competencies you want to explore further during a recruitment process.

|  |  |
| --- | --- |
| CDF1 | Apply Commercial Acumen: Understand the business environment in which ACU operates and adopt a University-wide point of view to seize opportunities and improve commercial viability. |[ ]
| CDF2 | Adapt to and Lead Change: Display openness and resilience, inspire others to change and act to make change happen with ACU’s interests, strategic goals and Mission at the heart of all outcomes. |[ ]
| CDF3 | Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the [ACU Service Delivery Model](https://staff.acu.edu.au/__data/assets/pdf_file/0009/629919/service-delivery-model-pages.pdf). |[ ]
| CDF4 | Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. |[ ]
| CDF5 | Communicate with Impact: Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. |[ ]
| CDF6 | Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. |[ ]
| CDF7 | Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. |[ ]
| CDF8 | Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. |[ ]
| CDF9 | Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information. |[ ]

**ESSENTIAL ATTRIBUTES**

This is a mandatory attribute that will be included in the Position Description for each position in the Organisational Structure.

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| *“Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.”* |

**WORKING WITH CHILDREN AND/OR VULNERABLE PEOPLE**

In the table below, please  any statement that applies to this position.

For further information about protecting children and vulnerable adults, including useful links, please click [here](https://policies.acu.edu.au/human-resources/health_safety_and_well-being/safeguarding-children-young-people-and-adults).

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| This position requires a Working with Children Check (WWCC) and/or Work with Vulnerable People Check (WWVP) (ACT only) |[ ]
| The position interacts with primary or high school aged students as part of the duties of the position. |[ ]
| The position engages with children in a one on one setting. |[ ]
| The child related activity and engagement is research related. |[ ]
| The child related activity and engagement takes place offsite (outside the University campus) |[ ]
| The position does not require a Working with Children Check (WWCC) |[ ]

**POSITION EVALUATION**

**Please select one statement from each section below** as this will provide the detailed information on which a position evaluation can be performed to classify the position.

In the instance that more than one, or part of a statement may apply to different aspects of the position, select the most appropriate statement that applies to the majority of how the position operates.

**Decision Making**

Please  one (1) statement only from the below options.

|  |  |
| --- | --- |
| **Description** | **Please Tick One** |
| The position will need to follow clear established procedures and is not required to review and suggest changes to current procedures. |[ ]
| The position will need to seek approval from their supervisor before making changes to processes and procedures. |[ ]
| The position will have the freedom to implement changes to policies; processes and procedures based on their expertise. |[ ]
| The position seeks commercial opportunities to improve core business to help ACU meet organisational objectives. |[ ]
| The position will require expert knowledge across a range of different areas and has the capacity to make decisions on behalf of the organisation. |[ ]
| The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; external policies, legislation or regulatory changes; industrial; funding). |[ ]

**Thinking Challenge/Problem Solving**

Please  one (1) statement only from the below options.

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| --- | --- |
| **Description** | **Please Tick One** |
| The position solves problems that tend to be repetitive/cyclical on a regular basis. |[ ]
| The position is expected to identify and recommend improvements to their supervisor before implementation. |[ ]
| The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement. |[ ]
| This position is expected to demonstrate critical thinking to make recommendations, to meet changing demands, and provide business aligned solutions. |[ ]
| The position will need to provide expert advice to clients/management/their faculty or directorate. |[ ]

**Communication/Interpersonal Skills**

Please  one (1) statement only from the below options.

|  |  |
| --- | --- |
| **Description** | **Please Tick One** |
| The position mainly communicates with people within their work area. |[ ]
| The position needs to build relationships with staff across the organisation to perform their duties. |[ ]
| The position seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders. |[ ]
| The position negotiates competitive contractual agreements with suppliers and/or governmental bodies of behalf of the organisation. |[ ]
| The position requires negotiation skills. |[ ]
| The position will need to influence and win the support of others to achieve mutually beneficial outcomes. |[ ]

**Managerial Responsibilities**

Please  one (1) statement only from the below options.

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| --- | --- |
| **Description** | **Please Tick One** |
| This position does not have managerial responsibilities. |[ ]
| The position manages the overall operations; budget and/or strategic direction for a functional unit. |[ ]
| The position manages a geographically dispersed team. |[ ]
| The position provides solutions to problems or situations of critical importance to the University or deals difficult or emotional people. |[ ]

**REPORTING RELATIONSHIPS**

Insert an Organisational Unit chart of the full team/unit.

For further information about the structure of the University refer to the [Organisational Chart](https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure).