

5.8	STAFF POSITION DESCRIPTIONS
-----	------------------------------------

Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS will provide each staff member with clear information about how their position fits within the organisational structure and about their role and duties, accountabilities, working conditions and remuneration.

The HECIS Co-Ordinator will be responsible for ensuring that every staff member has a copy of the staff structure, a documented position description and the details of their salary and remuneration package.

The HECIS Co-Ordinator will also be responsible for ensuring that staff members have a clear understanding of what is expected of them in terms of the performance of their duties.

PROCEDURES

Development and review of position descriptions

HECIS will develop position descriptions for all new staff positions and ensure that existing position descriptions are reviewed with input from incumbent staff on an annual basis.

The development of position descriptions will involve:

- Analysis of the specific tasks and responsibilities for the position
- Comparison with position descriptions for similar positions from other organisations where available
- Identification of the outcomes required for the position.

Documentation of position descriptions

Position descriptions will be documented in the HECIS position description template, and will include:

- the position title
- classification of the position
- the reporting relationships of the position
- the overall purpose of the position
- any specific challenges the organisation recognises for the position
- internal and external groups or agencies that the person will need to maintain relationships with
- required knowledge, skills and qualifications necessary to fulfill the position
- delegations of authority

HECIS: Staff Position Descriptions

- the key tasks and responsibilities
- the expected outcomes
- the accountabilities and linkages to other areas of the organisation

Contract of employment

All staff will be provided with a contract of employment which they will be required to sign when accepting the position. The contract of employment will outline the following:

- position description
- salary
- any benefits
- general conditions of employment
- paid leave, including sick leave
- allowances for travel,
- length of contract if fixed period and details of employment termination including cause, severance package, and notice.

Remuneration and conditions of employment will be in accordance with the relevant award for the position.

- Educational Services (Teachers) Award (qualified teaching staff)
- Children's Services Award (child care worker (non-teaching))
- Clerks Private Sector Award (administration staff)
- Social, Community, Home Care & Disability Services Industry SCHCADS Award (qualified family support staff)
- Health Professionals and Supports Services Awards 2010 (speech therapist staff)

DOCUMENTATION

Documents related to this policy	
Related policies	Summary of employment conditions policy
Forms, record keeping or other organisational documents	Position description template Educational Services (Teachers) Award Children's Services Award

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	17.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

