

	<b>POSITION DESCRIPTIONS</b>	<b>Document No:</b>	HR-PRO-003
		<b>Approval Date:</b>	2/03/18
		<b>Approved By:</b>	G. Mowbray
		<b>Review Date:</b>	2/03/20
	<b>Responsible Officer:</b> Employment Relations Advisor	<b>Expiry Date:</b>	N/A
		<b>Issue No:</b>	2/03/18
<b>Authorising Officer:</b> Business Manager, General Secretariat			

## 1. Purpose

The purpose of this procedure is to specify the minimum information that should be in ACBC position descriptions and to explain the process of job classification.

## 2. Scope

This procedure applies to all ACBC agencies.

This process must be read in conjunction with [HR-PRO-002: Job Analysis](#) and [HR-PRO-004: Recruitment and Selection](#), as this is the starting point in the recruitment process.

## 3. Related Documents

[ACBC Anti-discrimination Policy](#)

[HR-PRO-002 Job Analysis](#)

[HR-PRO-004 Recruitment and Selection](#)

## 4. Definitions

### Position Description

A position description is a broad and general written statement of a specific position, based on the findings of a job analysis. It generally includes the job title, the position to whom the employee reports, the duties, accountabilities, and remuneration level of the position.

### Job Analysis

Job analysis is the systematic examination of the performance elements and the conditions under which they are performed, that make up a job (role). A job analysis assists in identifying the accountabilities, the operating environment, the decision-making and the skills and knowledge and other elements required to carry out the job. It is the first step in a thorough understanding of the job and forms the basis of a position description

## 5. Responsibilities

### Approval of Position Descriptions

The person to whom the position reports is responsible for ensuring that the PD is finalised and implemented in accordance with this procedure.

The Supervisor of the person to whom the position reports is responsible for approving the PD

### Office for Employment Relations/HR Function in Agencies

The Office for Employment Relations/HR Function in Agencies is responsible for:

- Evaluating jobs according to the Mercer System for Job Classification
- Providing assistance with developing Position Descriptions

## 6. Position Descriptions

Position Descriptions at ACBC Agencies will generally be developed from carrying out a job analysis (HR-PRO-002 Job Analysis).

As a minimum, Position Descriptions must contain the following information:

- Name of Agency
- Position title
- Remuneration Classification Grade
- The position to which this the position reports
- Whether the position is full-time, part-time, casual, ongoing or maximum term
- Hours per week
- Location
- The name of the position that has authorised the position description
- The date that the position description was authorised
- The primary objectives of the position
- The major accountabilities (between 4 and 10)
- The organisational environment
- Risk and work health and safety obligations
- Key communications
- Accountability (Independence and Influence)
- Job Environment
- Reasoning
- Any foreseeable challenges
- Knowledge, Skills and Experience
- Position Impact

Any additional specific requirements such as a Working with Children Check, a Criminal History Check or a Driver's License may be added to the position description as required.

Position Descriptions must be approved by the appropriate Supervisor, Agency Head or Bishop

## **7. Evaluation of Position Description**

Position descriptions must be evaluated to ensure that they fit into the appropriate area and level of the organisation and are that they classified at the appropriate remuneration level.

The ACBC uses the Mercer system of job evaluation to classify jobs into job families.

The Mercer Job Evaluation system is based on an examination of three broad aspects of a position. These are expertise, judgement and accountability. These are further subdivided as follows:

Expertise

- Knowledge and Experience
- Breadth
- Interpersonal Skills

Judgement

- Job Environment
- Reasoning

Accountability

- Independence and Influence
- Impact
- Involvement

Points are given to each of these areas and the sum of these points places the position within the ACBC job classification and remuneration scale.

A number of checks are carried out to ensure that the job classification is feasible, consistent with the Mercer system and consistent with the structure of the organisation.

Only workers trained in using the Mercer system are permitted to classify positions.

The Office for Employment Relations is available to provide advice and assistance when there is any uncertainty about the evaluation of a position.

## **8. Review of Position Descriptions**

Position descriptions are required to be reviewed as part of the ACBC's Performance Enhancement process. This should occur annually.

Position descriptions should be reviewed:

- As part of a review of the structure of a whole Agency or part of the Agency
- When a position has changed
- When a position is vacated
- When a Supervisor or a worker requests it (providing that the time between requests for review is reasonable)

## **9. Records**

Position Descriptions  
Job Analysis Questionnaire ([HR005](#))  
Mercer Job Evaluation Forms  
Performance Review forms