



2017

Human Resource Delegation Register

Version	Date	
V17-3	1 August 2017	Minor Amendments approved by DVC SR
V17-2	2 June 2017	Council approved 20 July 2017



Contents

Human Resources Delegations Register 2

 Purpose 2

 Structure 2

 Delegation Management 2

 Definitions 3

 Functional usage of the Register 3

James Cook University Human Resource Delegation Bands 3

Human Resources Delegations Register 4

 1. Plan 4

 2. Recruit, Engage and Retain 5

 3. Separation 7

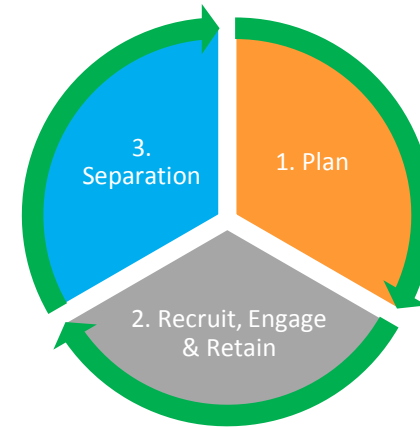
Human Resources Delegations Register

Purpose

The Human Resources Delegations Register supports timely and efficient decision-making. It complements operational and managerial decision making required every day to ensure the University maintains service delivery. It has been developed to reflect the cyclical nature of human resource management.

The Register is guided by the principles of the Human Resources Delegation Policy:

- Establish appropriate responsibility and accountability for various administrative and operational functions
- Have multiple Delegates where possible (to ensure flexibility)
- Be positioned close to the source of responsibility with the appropriate knowledge, skills and designated position (decision relevance)
- Adhere to the one up rule where appropriate (to ensure suitable oversight)
- Use committees where necessary (to bring in wider representation for making complex decisions)
- Reflect the minimum seniority of the band of authority to exercise the delegated authority



Structure

The Human Resources Delegations Register is structured to reflect the cyclical nature of human resource management as indicated by the attached diagram. There are three major stages in the cycle – Plan and Acquire (strategic and establishment), Engage and Retain (employee management, performance and development), and Separation (conclusion of contractual relationship).

The Delegations included in this Register only relate to final decisions required for the whole of a human resource management process. Some decision-making authorities which constitute part of a human resource management process are and will be, from time to time, stated in policy documents. The Register complements decision-making authority vested in Position Descriptions, committee Terms of Reference and the inherent requirements of specific roles and responsibilities within the University.

The delegate will, in applying a delegation within their authority, ensure the decision is based upon a clear appreciation and understanding of the facts, implications, and future consequences of the decision. This may include, but not limited to, legislative, policy, financial, budgetary and reputational impacts of the decision.

Delegations in this Register reflect the lowest Delegation Band of Delegates who hold the Delegation. Delegates within all Delegation Bands higher than that specified will also hold the Delegation.

The Register is supported by:

- Human Resource Delegation Policy
- Human Resource Committee Charter
- Human Resource Delegation Management Procedure
- Policy and Delegations Framework
- Policies and Procedures relating to human resource management matters

Individual line items are supported and clearly linked to by specific policy and their associated procedures and guidelines.

Delegation Management

Sponsorship: The Human Resource Delegation Register is sponsored by the Deputy Vice-Chancellor Services and Resources.

Governance Oversight: HR Committee

Register maintenance: Quality, Planning and Analytics

Approver: James Cook University Council. In making Delegations in this Register, the James Cook University Council has delegated its powers only to the extent to which such Delegations are authorised by section 11 of the James Cook University Act 1997.

Definitions

Employment Classification Band: The employment classification structure from BAND 1 to BAND 4 which reflects the published organisation structure.

Delegation Band: means a delegation band specified in this Register

Functional usage of the Register

Where the Register delegates a function to a band, reference should be had to the corresponding policy or procedure to determine the specific position or committee within that band which holds the Delegation. All delegated functions are presented as items from policies or procedures although these may summarise or re-word sections from the policy or procedure. Where terms are capitalised they have policy specific usage and meaning. All policy and procedure references have been taken from the current Policy Library and should be referred to in conjunction with the referenced policy or procedure which sits adjacent to the function reference.

James Cook University Human Resource Delegation Bands

Delegation Band	POSITION or COMMITTEE
11	<ul style="list-style-type: none">• Council
10	<ul style="list-style-type: none">• Human Resources Committee or Chancellor's Committee
9	<ul style="list-style-type: none">• Vice Chancellor
8	<ul style="list-style-type: none">• Senior Deputy Vice Chancellor
7	<ul style="list-style-type: none">• Deputy Vice Chancellor, All roles with the title of
6	<ul style="list-style-type: none">• Director Human Resources
5	Head of Work Unit including: <ul style="list-style-type: none">• Dean, All roles with the title of• Director, All roles with the title of, and reporting to a DVC of a Division• Pro Vice Chancellor, All roles with the title of• Chief of Staff
4	Work Unit Operations: <ul style="list-style-type: none">• Manager, College Operations; for the relevant Dean• Manager, MICRRH Operations; for the Director MICRRH• Chief Operations Officer and Executive Officer; for the Director ARC Centre of Excellence for Coral Reef Studies• Head, AITHM Operations; for the Director AITHM• Executive Officer; for the Directors within the Division of Research & Innovation• Divisional Manager; for the Directors within the Division of Research & Innovation• Executive Officer; for the Directors within the Division of Academic and Student Life

1. Plan

Descriptor
Strategic planning of the human resource function and matters supporting the establishment of roles.

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Establishment Management	11	1.1	Approval to Create / Change Positions – with the Employment Classification Band 4 (SDVC) or 3 (DVC)		
	8/9	1.2	Approval to Create / Change Positions – with the Employment Classification Band 2 (Deans of Colleges) or 1 (Deans/Directors of Directorates)		
	8/9	1.3	Approval to create / change positions – Professorial Level position	<i>Clause 25</i>	<i>Position Classification and Reclassification</i>
	7	1.4	Approval to Create/Change Positions excluding Professorial level positions or Employment Classification Band positions.	<i>Clause 25</i>	<i>Position Classification and Reclassification</i>

2. Recruit, Engage and Retain

Descriptor

Matters relating to the human resource management of members of staff – recruitment and appointment, management, learning and development, and performance management.

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Special Appointments	11	2.1	Approve a JCU Distinguished Professorship		<i>Appointment of James Cook University Distinguished Professorships Policy</i>
	9	2.2	Approve an Appointment by Invitation	<i>Clause 3.5</i>	<i>Recruitment, Selection & Appointment Policy</i>
Non-paid appointments	7	2.3	Approve an Adjunct Appointment		<i>Adjunct Appointment Policy</i>
Promote	8	2.4	Approve an academic promotion		<i>Academic Promotion Policy</i>
Recruit, Appoint & Remunerate	7	2.5	Approve to advertise and appoint continuing and fixed term appointments, including Professorial roles or Direct Appointments, and excluding non-standard terms, conditions or remuneration.		<i>Recruitment, Selection & Appointment Policy</i>
	7	2.6	Approve to advertise and appoint continuing and fixed term appointments, excluding Professorial level appointments or Direct Appointments and excluding non-standard terms, conditions or remuneration.		<i>Recruitment, Selection & Appointment Policy</i>
	4, 5	2.7	Approve a Casual Engagement		<i>Employment and Recruitment of Casuals Policy</i>
	4, 5	2.8	Approve the Delegation of Duties, including payment of a Higher Duties allowance	<i>Sched 2</i>	<i>JCU Enterprise Agreement 2013 - 2016 and Recruitment, Selection & Appointment Policy</i>

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
	6	2.9	Approve remuneration where non-standard terms, conditions or remuneration is to be offered (e.g. market loading, Agreed Rate).		<i>Market Loading Policy</i>
	7	2.10	Approve ex-gratia or special payments		
	9	2.11	Approve payment of a Performance Bonus to senior staff in the Employment Classification Band structure		
	5	2.12	Approve Professional and Technical Staff Loading for Academic Work	<i>Clause 24</i>	<i>JCU Enterprise Agreement 2013 - 2016</i>
Management	7	2.13	Approve formal organisational change decisions, within Divisional Budget	<i>Clause 51.2</i>	<i>JCU Enterprise Agreement 2013 – 2016</i>
	5	2.14	Approve informal organisational change decisions within budget	<i>Clause 51.1</i>	<i>JCU Enterprise Agreement 2013 - 2016</i>
	6	2.15	Approve a non-standard recovery of an overpayment arrangement		<i>Overpayment of Wages Policy</i>
	4, 5	2.16	Approve Variation of Hours	<i>Clause 18.2</i>	<i>JCU Enterprise Agreement 2013 - 2016</i>
Performance Management	9	2.17	Provide the final stage disciplinary sanction as a result of underperformance	<i>Clause 42.8</i>	<i>JCU Enterprise Agreement 2013 - 2016</i>
	8	2.18	Provide the final stage disciplinary sanction as a result of Misconduct	<i>Clause 54.2.2.5</i>	<i>JCU Enterprise Agreement 2013 - 2016</i>
	8	2.19	Provide the final stage disciplinary sanction as a result of Serious Misconduct	<i>Clause 54.3.6</i>	<i>JCU Enterprise Agreement 2013 - 2016</i>
	8	2.20	Suspend a staff member's employment	<i>Clause 54.6</i>	<i>JCU Enterprise Agreement 2013 - 2016</i>
Development and Learning	6	2.21	Approve Staff Study Assistance – Application and Reimbursement		<i>Staff Study Assistance Policy</i>
	5	2.22	Approve participation in the Special Studies Program (SSP)		<i>Special Studies Program (SSP) Policy</i>

3. Separation

Descriptor

Matters related to the finalisation of the employment contract between JCU and its employees.

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Ending Appointment	9	3.1	Terminate employment for Underperformance	Clause 42.8	JCU Enterprise Agreement 2013 - 2016
	9	3.2	Terminate employment on the grounds of Ill Health	Clause 38.9	JCU JCU Enterprise Agreement 2013 - 2016
	8	3.3	Terminate employment for Misconduct/Serious Misconduct	Clause 54.3.6	JCU Enterprise Agreement 2013 - 2016
	7	3.4	Terminate employment, excluding underperformance or misconduct/serious misconduct (including Redundancy)	Clause 52 and Clause 38	JCU Enterprise Agreement 2013 - 2016
	7	3.5	Terminate an Adjunct Appointment		Adjunct Appointment Policy
	6	3.6	Approve an application for Early Retirement		Early Retirement Policy
	5	3.7	Terminate employment on the grounds of abandonment of employment	Clause 39	Abandonment of Employment, JCU Enterprise Agreement 2013 - 2016
	5	3.8	Terminate a Casual Engagement	Clause 20 and Clause 22	JCU Enterprise Agreement 2013 - 2016
	5	3.9	Terminate employment within the Minimum Employment Period	Clause 26	JCU Enterprise Agreement 2013 - 2016

Version control

Version	Date	Approval status
V17-3	1 August 2017	Minor administrative amendments and clarifications as approved by DVC SR 20 July 2017.
V17-2	2 June 2017	<p>Council meeting 20 July 2017 approved amendments:</p> <ul style="list-style-type: none"> • Escalation of Function 1.4 from Band 5 to Band 7. • Escalation of Function 2.6 from Band 5 to Band 7. • Correction of administration error in number of classification bands in 1.1 and 1.2. • Correction to a Band 4 title, to Head, AITHM Operations. • Separation of Band 4 titles for Executive Officer and Divisional Manager within Research & Innovation • Graphic on page 2 updated to accurately reflect sections. • Inclusion of explanatory paragraph regarding minimum delegations • Amendment of definition of “Classification band” • Additional of definition of “Delegation Band” • Change of heading in table • Amendment of Principles to align with Human Resources Delegation Policy
V17-1	1 June 2017	<ul style="list-style-type: none"> • Council Approved Register