Organisational Structure Procedure

Intent

This procedure provides the mechanism to manage and record the corporate structure of the University. The procedure outlines the requirements for the establishment of, or changes to, and maintenance of the University's organisational structure, which is reflected in the organisational chart with each area allocated an organisational code.

Scope

This procedure applies to JCU Australia (excluding JCU Brisbane and JCU Singapore), and outlines the functions involved and who is responsible. This procedure is to be read in conjunction with the University Organisational Structure Policy.

Definitions

Except as otherwise specified in the Organisational Structure Policy, the meaning of terms used are as per the Policy Glossary.

Procedure

- The responsibility for advising the appropriate responsible officers of changes to the Organisational Structure approved by Council, the Vice Chancellor or Provost rests with the Director, Human Resources.

- The Director, Human Resources is responsible for maintaining an Organisational Structure Chart which details the name of the Organisational Group Head.

- The co-ordination, consultation and management of formal and informal organisational change is the responsibility of the Director, Human Resources.

- The responsibility for managing and maintaining the Organisation Team codes within the Human Resources corporate system rests with the Director, Human Resources.

- The allocation of the organisational codes and their titles which reflect the approved organisational structure change is the responsibility of the Chief Financial Officer, Financial and Business Services.

- The Chief Financial Officer, Financial and Business Services is responsible for maintaining a listing detailing the name and finance account code of Organisation Code (ORGU) within the corporate Finance system.

- The Chief Digital Officer, Technology Solutions if responsible for maintaining the organisational history within the canonical organisational lineage database.

- The Chief Digital Officer, Technology Solutions is responsible for the coordination for the implementation of the organisational changes across the University's corporate systems.

- Implementing and maintaining the approved organisation codes within each of the relevant corporate systems, and other affected downstream by the approved implementation date is the responsibility of the relevant Systems Owner.

Responsibilities

Function	Responsible Officer
Advising the appropriate officers of approved changes to the Organisational Structure	Director, Human Resources
Maintenance of the University's Organisational Structure Chart	Director, Human Resources
Coordination and management of formal and informal organisational change processes	Director, Human Resources
Maintenance of the University's Organisational Team codes within the HR corporate system	Director, Human Resources
Allocation of organisational codes and titles to reflect approved organisational structure	Chief Financial Officer
Maintenance of the University's Organisation Code (ORGU) within the Finance corporate system	Chief Financial Officer
Maintenance of organisational history within the canonical organisational lineage database	Chief Digital Officer
Coordination of the implementation of organisational changes across corporate systems and communication of change	Chief Digital Officer
Maintenance of organisation codes and the implementation of organisational structure changes within the relevant corporate system and other affected downstream by the approved implementation date	System Owners

Schedules/Appendices

Appendix 1 – Organisational Structure template

Related policy instruments

Organisational Structure Policy

JCU Delegations Policy

Other related documents

Human Resources Sub-delegations Register

JCU Enterprise Agreement

Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

Approval Details

Policy Sponsor	Vice Chancellor
Approval authority:	Vice Chancellor

Policy domain:	Corporate Governance
Date for next Major Review	10/12/2023

Revision History

Version	Approval date	Implementation date	Details	Author
20-1	10/12/2020	11/122020	Procedure established to support Organisational Structure Policy	Director, Planning, Performance and Analytics

Organisational Structure Template

This diagram is not intended to be an accurate representation of the University structure. It is a visual aid to demonstrate and clarify the information in the Organisational Structure Policy and Procedure.