



Australian
National
University

Position Number Creation and Management Guidelines

V1.01

Last updated 23/10/2023

People and Culture Division

workforceplanning@anu.edu.au

The Australian National University

Canberra ACT 2600 Australia

www.anu.edu.au

TEQSA Provider ID: PRV12002 (Australian University)

CRICOS Provider Code: 00120C

Contents

1.	Introduction.....	3
1.1	Audience	3
1.2	Related Documents.....	3
2.	Scope	3
2.1	Definitions.....	3
3.	Creation, Reactivation or Change of a Position Number	3
3.1	New Position Numbers.....	4
3.2	Existing Position	4
3.3	Reactivating a Position Number	4
3.4	Multi incumbent Position Numbers.....	5
4.	Position Number Management: Leave or Temporary Transfer Backfill and Temporary Job Share.....	5
4.1	Backfill for Leave	5
4.2	Backfill for Temporary Transfer.....	5
4.3	Job Share Arrangement at the end of backfill arrangements.....	6
5.	Position Number Management: Fixed Term appointments.....	6
6.	Position Number Management: Conversion of Fixed Term to Continuing Contingent Funding or Continuing Positions	6
7.	Position Number Management: Conversion of Casual to Continuing or Continuing Contingent Funding Positions.....	7
8.	Position Number Management: Academic Promotion	7
9.	Position Number Management: Graduate Development Programs, Trainee Schemes, Student Cadetship and Internships.....	7
10.	Position Number Creation for other reasons.....	7
11.	Making a position Inactive.....	8
	Appendix A - Definitions.....	9
	Appendix B – Position Creation Decision Tree	10

1. Introduction

The University is committed to the provision of accurate and timely position and staffing information through position management processes.

The purpose of this document is to provide all areas of the University with clear guidelines to effectively create and maintain position numbers and staffing information. With a focus on Data Integrity, this document aims to support endeavours to keep data accurate and up-to-date in the Human Resources Management System (HRMS) as the single source of truth. All changes to position information must be current in HRMS.

Separate guidance is available for:

- Recruitment process
- How to find a position number

1.1 Audience

HR Practitioners, Recruitment Support, Hiring Managers and Delegates

1.2 Related Documents

Code of conduct - Staff Services - ANU	ANU - Procedure - Variation to employment
Enterprise agreement - Staff Services - ANU	ANU Procedure - Delegations of authority
ANU Policy - Appointments	ANU - Procedure - Academic promotion
ANU - Procedure - Appointments	ANU - Policy - Academic promotion
ANU - Procedure - Classification of professional staff positions	ANU - Procedure - Temporary transfer and higher duties
ANU Enterprise Agreement	ANU – Procedure – Redundancy and severance

2. Scope

Procedures outlined in this document apply to the creation, management and inactivation of position numbers and associated position data across all areas of the University for the appointment of academic, professional and casual staff, and are to be read in conjunction with the Procedure - Appointments, Procedure - Classification of professional staff positions, and the ANU Enterprise Agreement (for Minimum standards for academic level (MSAL)).

2.1 Definitions

Definitions for key terminology are provided in Appendix A.

3. Creation, Reactivation or Change of a Position Number

When creating, reactivating or changing position number and associated information, the hiring manager will need the following approvals:

- Written approval from the local D3 delegate or their representative and
- Written approval and GLC provided by the local Finance Manager or Finance Business Partner*

The appropriate delegates may differ across Colleges and Divisions. Further details for each scenario for position number creation, activation or changing information are available below.

** In the absence of a Local Finance Manager or Finance Business Partner (e.g. in Service Portfolio Divisions) budget confirmation should be provided in writing from the D3 Delegate*

3.1 New Position Numbers

Where a new position number is requested, the hiring manager will provide the following to their Recruitment Support Team:

- Written approval and GLC information from the above-mentioned delegates and
- Where a professional staff position is requested, an approved position description meeting the requirements of [Schedule 5. Professional staff classification descriptors](#).

Or

- Where an academic, or academic research, position is requested, a position description meeting the [Schedule 4. Minimum standards for academic levels \(MSAL\)](#)

Processing times may vary depending on complexity of the request. It is advised to start a new position number request as soon the approving committee (University Staffing Committee or Senior Management and Remuneration Committee) has approved the new position description.

3.2 Existing Position

- a) No Change to Position Level or Description

Where a budgeted position becomes vacant, and there are no changes to the level or type of appointment, the Hiring Manager will follow the [Procedure - Appointments](#) to replace the incumbent against the existing position number.

- b) Changes to Position Level or Description

When a budgeted position becomes vacant, and a decision is made to alter the level of the position, the Hiring Manager will follow the [Procedure - Classification of professional staff positions](#) (Reclassification point 11-19). The approving committee (University Staffing Committee or Senior Management Remuneration Committee) will provide the reclassification approval to the Recruitment Support Team to update the position data in the HRMS against the existing position number.

3.3 Reactivating a Position Number

In cases where a position number has been updated to be inactive and there is a requirement for it to be reactivated, the Hiring Manager is to provide:

- Written approval from the local D3 delegate or their representative and
- Written approval and GLC information provided by the local Finance Manager or Finance Business Partner* and

- Provision of supporting documentation as requested to the Recruitment Support Team.

IMPORTANT: A position number must not be reactivated if inactivation was the result of a Redundancy.

Once approved by the appropriate delegates, the Recruitment Support Team will submit a request for the reactivation to HR Systems HRSystems@anu.edu.au.

3.4 Multi incumbent Position Numbers

Multiple incumbents can be hired against a single position number where the position information including the supervisor, classification and employment type are identical. Where it is identified that an existing position number requires multiple incumbents the position data should be updated to accommodate the number of incumbents. Circumstances where this would apply are; Professional Casuals, Casual Sessional Academics, some graduate, cadetship and internship programs.

4. Position Number Management: Leave or Temporary Transfer Backfill and Temporary Job Share

4.1 Backfill for Leave

Where a staff member is on approved leave, and there is a backfill arrangement to temporarily cover their workload, the same position number should be used.

Where the backfill arrangement to replace the staff member on approved parental or other leave requires a change to the level or position description of the position number, a new position number should be created with a termination date set for the date of return of the staff member on leave. The hiring manager should again follow Section 3.1 New Position Numbers to request a new position number and follow the [Procedure - Appointments](#).

The budgeted position for the staff member on leave should have no current incumbent while the new backfill position is active. The new backfill position should be made inactive at the conclusion of the backfill period.

4.2 Backfill for Temporary Transfer

A) No change to position number, level or position description

Where a staff member has a substantive position (eg. PN 12345) is approved to be on a temporary transfer to a different position (eg. PN 678910), and there is a backfill arrangement to cover their substantive position (ie. PN 12345):

- i) The staff member on approved temporary transfer will remain the substantive incumbent of their position number (e.g. PN 12345) and
- ii) The staff member on approved temporary transfer will become the current incumbent of their temporary position number (e.g. PN 678910) and

- iii) The backfill staff member who is temporarily hired against the vacated position number of the substantive position holder (ie. PN 12345) will become the current incumbent, with a termination date being the return date of the substantive position holder to their substantive position number.

This information is required to be updated in HRMS.

B) Changes to position number, level or position description

Where a staff member is on approved temporary transfer, and a decision is made to alter the level or type of appointment of the backfill for the duration of the transfer, the Hiring Manager should follow Section 3.1 New Position Numbers to request a new position number and follow the [Procedure - Appointments](#). The budgeted position for the staff member on temporary transfer (ie. PN 12345) should have no current incumbent while the new backfill position (ie. PN 678910) is active. The new backfill position number should be made inactive at the conclusion of the backfill period.

4.3 Job Share Arrangement at the end of backfill arrangements

After the period of approved leave and in cases where the staff member returns to their substantive position on a part-time basis in a job-share arrangement, the backfill position holder may be able to be appointed as the co-substantive position number holder. Where the circumstances result in a position number having greater than 1 FTE, follow Section 3.1 New Position Numbers to apply for an additional position.

5. Position Number Management: Fixed Term appointments

Last year, the Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022 was introduced, which brought in a number of changes to the Fair Work 2009 (Cth) (FW Act). This new legislation places further limitations on the use of new fixed term contracts commencing after 6 December 2023. Please consult with your local HR Business Partners for further advice to ensure that fixed-term contracts are compliant with the new legislation.

6. Position Number Management: Conversion of Fixed Term to Continuing Contingent Funding or Continuing Positions

In line with section 13 fixed term employment of the ANU Enterprise Agreement 2017-2021, in cases where a fixed-term position is deemed as continuing (contingent funding) or continuing, and conversion is required, the Hiring Manager will provide to the Recruitment Support Team:

- Confirmation of budget allocation and
- Delegate approval and
- Requested supporting documentation and
- Follow the [Procedure - Variation to employment](#) to action conversion of the current incumbent and the existing position number.

7. Position Number Management: Conversion of Casual to Continuing or Continuing Contingent Funding Positions

In cases where a casual staff member is deemed as eligible for conversion to continuing or continuing (contingent funded), the Hiring Manager will provide to the Recruitment Support Team:

- Confirmation of budget allocation and
- Delegate approval in writing and
- Requested supporting documentation and
- Follow the [Procedure - Variation to employment](#) and [Procedure - Appointments](#) to action conversion of the incumbent and/or the position.

Where the incumbent's existing casual position number has multiple incumbents, a new position number should be created by following Section 3.1 New Position Numbers.

8. Position Number Management: Academic Promotion

Where an academic staff member has been successful in gaining promotion, at the end of the promotion round, the incumbent and their position details will be updated in HRMS against their existing position number to reflect the new academic classification level and effective date. The Pay Team will process the promotion job code for all promotions. The Pay Team will update the title for Academic E+ in HRMS, whereas the local HRBPs will update the titles for Academic B-D in HRMS.

9. Position Number Management: Graduate Development Programs, Trainee Schemes, Student Cadetship and Internships

Where a staff member is employed under a Graduate development program, Trainee Scheme, Student cadetship or internship programs, and the scheme or program requires the staff member's level and position description to change at specified milestones, the staff member will be transferred to a new position number.

Where an established program or scheme has an existing position number vacant for the staff member to be transferred to, this will be used. Where a position number for the required level does not exist, a new position number will be created as per Section 3.1 New Position Numbers.

10. Position Number Creation for other reasons

For all circumstances not outlined in points 3-9 of these guidelines, HR practitioners should use existing position numbers where possible.

Creation of new position numbers may occur to meet operational needs (refer to Appendix B for guidance). Position numbers should not be created without approval from the appropriate D3 and Financial delegate.

11. Making a position Inactive

When a position number is no longer required by the organisation, the Recruitment Support Team or delegate will submit a request for the inactivation to HR Systems HRSystems@anu.edu.au. Circumstances where a position number will be made inactive are;

- When a position number has no current or substantive incumbent for a period greater than twelve (12) months, and it is not an underlying position.
- When a position is deemed redundant in compliance with Clause 57 of the Australian National University Enterprise agreement 2023-2026.
- When a position is vacant and no longer budgeted.

Appendix A - Definitions

Academic Staff: A member of staff of a higher education provider who is appointed wholly or principally to undertake a teaching and/or research function.

Budgeted Position: A position that is budgeted and approved by the relevant delegate. The position is reflected in the budget against the approved GLC as a salary for an area.

Casual Staff: Staff who are engaged and paid on an hourly or sessional basis, and required to work on an irregular pattern of hours on an intermittent or irregular basis

Current Incumbent: A Staff member holding a position currently. This may be a substantive or temporary incumbent.

Delegate: A person who occupies an official position at the University, that position having been assigned authorities or powers by the Vice-Chancellor by way of the University's [Delegations Framework](#). A person invested with authority to carry out the functions, powers and duties of, or to act on behalf of or represent others.

Inactive Position number: A position is deemed inactive when it is no longer required by the organisation.

Professional staff: May also be referred to as "general staff", being staff members who provide administrative, professional and/or technical services to support the University. The terms "general staff" and "professional staff" may be used interchangeably.

Recruitment Support Team: Recruitment support team is the team responsible for provision of recruitment support for a Division, Portfolio or College. Recruitment support contacts for each area are listed on the web page [Local area HR contacts](#).

Staff: May be categorised as either academic or general staff as defined under Section 2 of the Australian National University Act 1991.

Substantive Incumbent: A staff member holding a position number as their primary or underlying role (e.g. a staff member may be on temporary transfer or Higher Duties out of the substantive position number and will return to the position number after the period of time specified in an employment variation contract or approved Higher Duties request).

Appendix B – Position Creation Decision Tree

