

# POSITION EVALUATION REQUEST FORM (FOR NEW POSITIONS)

Please complete this form, attach the proposed Position Description and an organisation chart and forward to the relevant Recruitment Advisor in Human Resources. Please also send an electronic copy of these documents (with PD in MS word format) to the Recruitment Advisor. If you require assistance in completing this form, please contact Human Resources.

Classification Details			
<b>Proposed Position Title (maximum of 35 characters including spaces)</b>	<b>Proposed HEGS Level</b>	<b>Proposed Effective Date</b>	
<b>Reports to position:</b>	<b>Reports to position number:</b>		
<b>School / Area Name</b>	<b>Faculty:</b>		
<b>Campus:</b>	<b>Location (Building No.):</b>	<b>Sub Location (Room Number):</b>	
<b>Is the position:</b> <input type="radio"/> Teaching	<input type="radio"/> Research	<input type="radio"/> Teaching & Research	<input type="radio"/> Other
Has an incumbent been invited into this position? <b>Yes / No</b>	If yes, please identify incumbent:		
Is the position fixed term or continuing?	End Date if fixed term:		
If a generic position with multiple position numbers, how many positions/numbers required:			
C Level Code	C Level Description	Short C Level	
Funding			
Cost Centre	% of Funding	Funding Type	Funding Type Code
__ -- _____ -- _____			(RC) Capital (RP) RPI Cost Centre (RQ) Quality Assurance (RR) Research Infrastructure (RT) Recurrent Teaching (SB) Business Enterprises (SD) Special Purpose Account (SR) Research (US) University Reserves
__ -- _____ -- _____			
<b>Does this position:</b>			
1. Have money handling responsibilities (incl. credit card signatory) <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Have access to medicines or drugs <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Authorising responsibility for budget / cost centre <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Work with children <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does this position work with children? <b>Yes / No</b> (If yes, incumbent will require a National Police Clearance or a Working with Children Clearance)			
Are there any inherent position requirements (e.g. licences, working outside of normal hours, physical fitness requirements)? <b>Yes / No</b> If yes, please specify: ..... ..... .....			
Are there other positions which will either report to this position or that this position will report to, being developed? <b>Yes/No</b> If yes, please detail: (Title, proposed level and reporting structure) ..... ..... .....			

**Relevant comparison Position Descriptions**

Position Title	Area	Position Number

Does this position have supervisory responsibility for other positions: **Yes / No**

If "yes" to supervisory responsibility, does the position also have line management responsibility for these other positions? **Yes / No**

If yes, please list subordinate positions:  
 .....  
 .....  
 .....

Are the duties of the new position additional (for example, a project) to the area or have they been allocated from other positions? Please specify:  
 .....  
 .....  
 .....  
 .....

Please outline the level of authority the position has. What resources/processes can the incumbent control/decide upon? For example, oversees budget expenditure for work area.  
 .....  
 .....  
 .....  
 .....

What is the minimum level of education required to do this job?  
 e.g. Year 12, Associate Diploma, Bachelors degree

What is the minimum no of years (over and above qualifications) of relevant experience required?

How much training would someone new to Curtin require? (days/weeks/months)

Approx how long would it take before someone new to Curtin would be functioning at 60% productivity level in the role? (days/weeks/months)

I certify that the information provided above is an accurate reflection of this position.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Manager/Head of School/Area

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Incumbent (if applicable)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Manager

**REQUIRED ATTACHMENTS**

The following documentation **must** be attached to this request for the position to be reviewed:

- (i)  Proposed position description
- (ii)  Current organisation charts showing position title, position number, HEGS Level of all related (superior & subordinate) positions.
- (iii)  Position descriptions of positions that can be used as comparisons
- (iv)