

Staffing Delegations: Administrative Divisions

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Document URL	http://policies.griffith.edu.au/pdf/Staffing Delegations Administrative Divisions.pdf
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Description	<p>This schedule provides a list of officers with delegated authority to make staffing decisions within administrative divisions. Officers may only exercise the relevant delegation within their allocated budget. A Deputy or Pro Vice Chancellor may suspend or cancel the delegated authority of an officer who exceeds his/her allocated budget.</p> <p>Staffing delegations must be exercised in accordance with the Recruitment and Selection Policy and Procedures, and other relevant policies.</p>

Related documents

[Code of Conduct](#)

[Griffith University General Staff Enterprise Agreement 2012-2016](#)

[Financial Delegations Schedule](#)

[Staffing Delegations: Academic Groups](#)

[Recruitment and Selection Policy](#)

[Recruitment and Selection Procedures](#)

[Consultancy and Commercial Research Policy](#)

NOTE: For the purpose of this policy, Administrative Divisions include: Division of the Senior Deputy Vice Chancellor, Division of the Deputy Vice Chancellor (Academic), Division of the Deputy Vice Chancellor (Engagement), Division of the Pro Vice Chancellor and Head of Logan campus, Corporate Services and Griffith International. The relevant DVC / PVCs are listed in Appendix 1.

In the following schedule, Head of Element means the relevant Office Director or Centre Director. Where an asterisk is present, the Head of Element may delegate decision making authority to an appropriate staff member. Refer to Appendix 2 for the list of Office Directors and explanation of Deputy Head of Element. Appendices 3 and 4 provide guidelines for delegation and a template for Office Directors to delegate authority.

FUNCTION	DELEGATED AUTHORITY
Recruitment / Appointment	
Waiving requirement to advertise externally for appointments of 12 months or more	Vice President (Corporate Services)
Appointment of casual staff	Head of Element*

FUNCTION	DELEGATED AUTHORITY
Fixed Term Appointments up to 12 months: (1) HEW 1 – 7 (2) HEW 8+	(1) Head of Element* (2) Relevant DVC / PVC
Fixed Term Appointments from 1 – 3 years: (1) HEW 1 – 7 (2) HEW 8+	(1) Head of Element* (2) Relevant DVC / PVC
Fixed Term Appointments – more than 3 years (all levels)	Relevant DVC / PVC
Fixed Term Part Time with Supplemented Superannuation Appointments	Relevant DVC / PVC
Application of a Probationary period in excess of, or less than, than the period specified in the relevant probation policy	Director, HR on the advice of the relevant Head of Element*
Continuing Appointments: (1) approval to Recruit and Appoint (HEW 8+) (2) approval to Recruit and Appoint (all other levels)	(1) Relevant DVC / PVC (2) Head of Element*
Appointments to Head of Element positions	Vice Chancellor approves the establishment / disestablishment of the role, the method of recruitment and the composition of the Selection Committee on the recommendation of the relevant DVC / PVC; Relevant DVC / PVC approves appointment after advice from the Selection Committee.
Appointments of Acting Head of Element	Relevant DVC / PVC
Appointments to Deputy Head of Element positions	Vice Chancellor approves establishment / disestablishment of the role on the recommendation of the Vice President (Corporate Services); Relevant DVC / PVC approves method of recruitment and composition of Selection Committee; Relevant DVC / PVC approves appointment after advice from the Selection Committee.
Staff Secondments: (1) Within Division (2) Within University (HEW 1 – 6) (3) Within University (HEW7+) (4) To other Institutions	(1) Head of Element (2) Head of Element* (3) Relevant DVC / PVC on recommendation of the Head of Element (4) Relevant DVC / PVC on recommendation of the Head of Element

FUNCTION	DELEGATED AUTHORITY
Flexible Work Year Scheme: (1) For Heads/Deputy Heads of Elements (2) All other staff	(1) Relevant DVC / PVC (2) Head of Element*
Reversible Fractional Appointments: (1) For Heads/Deputy Heads of Elements (2) All other staff	(1) Relevant DVC / Group PVC (2) Head of Element*
PERFORMANCE AND SUPERVISION	
Appointment of General Staff Supervisors	Head of Element*
Termination (1) Unsatisfactory performance** (2) Misconduct / serious misconduct**	(1) Director, HR on the recommendation of the Head of Element (2) Vice President (Corporate Services) ** In accordance with the relevant Enterprise Agreement
Higher Duties (1) HEW 1 – 7 (2) HEW 8+	(1) Head of Element* (2) Relevant DVC / PVC
General Staff Education Assistance	Head of Element* on the recommendation of the Supervisor
Waiver of Staff Education Assistance Repayment	Director, HR
LEAVE	
Long Service Leave: (1) 2 months or less; (2) more than 2 months (3) carry forward of long service leave accruals**	(1) Supervisor (2) Head of Element on the recommendation of the Supervisor Relevant DVC / PVC for any period for Heads and Deputy Heads of Element (3) Relevant DVC / PVC ** In accordance with the relevant Enterprise Agreement
Family Leave (includes carers, bereavement, cultural obligations, domestic and family violence, special circumstances)	Supervisor Relevant DVC / PVC for any period for Heads and Deputy Heads of Element
Parental Leave (including paid and unpaid)	Supervisor Relevant DVC / PVC for any period for Heads and Deputy Heads of Element

FUNCTION	DELEGATED AUTHORITY
Waiver of Repayment of Parental Leave	Director, HR
Recreation Leave: (1) 2 months or less; (2) more than 2 months	(1) Supervisor (2) Head of Element* Relevant DVC / PVC for any period for Heads and Deputy Heads of Element
Sick Leave with Salary (with accrued entitlements): (1) 2 months or less; (2) more than 2 months (sick leave to care for dependants after carers leave is exhausted is available, with the approval of the Director, HR)	(1) Head of Element* (2) Relevant DVC / PVC Relevant DVC / PVC for any period for Heads and Deputy Heads of Element
Sick Leave without Salary: (1) 2 months or less; (2) more than 2 months	(1) Head of Element* (2) Relevant DVC / PVC
Leave Without Salary (1) 2 months or less; (2) more than 2 months	(1) Head of Element* (2) Relevant DVC / PVC
Jury Service and Court Attendance Leave Reserve Forces Leave State Emergency Service (SES) Leave Workplace Relations Training Leave	Supervisor Relevant DVC / PVC for any period for Heads and Deputy Heads of Element
Other Matters	
Absence on Official University Business: (1) periods up to and including 20 working days; (2) periods greater than 20 working days	(1) Supervisor (2) Head of Element on the recommendation of the Supervisor Relevant DVC / PVC for any period for Heads and Deputy Heads of Element
Private Practice	Vice President (Corporate Services) on the advice of the Head of Element*
Consultancy and Commercial Research	See Consultancy and Commercial Research Policy
Relocation of Position / Staff Member within the Current Structure	Relevant DVC / PVC

FUNCTION	DELEGATED AUTHORITY
Redundancies/Redeployments**	Vice President (Corporate Services) on the recommendation of the relevant DVC / PVC ** In accordance with the relevant Enterprise Agreement
Classifications (1) HEW 1 – 7 (2) HEW 8+	(1) Director, HR (2) Vice President (Corporate Services) Details of the process are included in the relevant Enterprise Agreement
Resignations of General Staff	Head of Element* on advice from the Supervisor
Waiver of Repayment of Removal Expenses	Relevant DVC / PVC on recommendation of the Head of Element*
Waiver of Repayment of Travel Expenses	Relevant DVC / PVC on recommendation of the Head of Element*

APPENDIX 1 – RELEVANT DVC / PVC

The relevant DVC / PVC means:

Senior Deputy Vice Chancellor
Deputy Vice Chancellor (Academic)
Deputy Vice Chancellor (Engagement)
Vice President (Corporate Services)
Pro Vice Chancellor
Vice President (Global)

APPENDIX 2 – OFFICE DIRECTORS

For the purposes of this policy, the Head of Element refers to Office Director or Centre Director.

Deputy Head of Elements normally carry the title of Deputy or Associate Director depending on the organisational structure of the relevant Office or Centre.

Element	Title
Academic Administration	Academic Registrar
Campus Life	Director
Centre for Interfaith and Cultural Dialogue	Director
Centre for Learning Futures	Dean (Learning Futures)
Development and Alumni Office	Director
Digital Solutions	Chief Digital Officer
Finance	Chief Financial Officer
GELI	Director
Griffith Enterprise	Director
GGRS	Dean
GUMURRII Student Support Unit	Director
Health, Safety & Wellbeing	Director
Human Resources	Director
International Office	Director
Marketing and Communications	Director
Planning Services	Director
Office for Research	Director

APPENDIX 3 – GUIDELINES FOR DELEGATION OF AUTHORITY

Delegation is the process of assigning decision making authority to specific individuals within the Element. Delegation of authority is limited to the decision making responsibilities as outlined in this policy.

The following delegation principles apply:

- a) The primary motivation for delegation should be to enable effective and efficient decision making for the Element.
- b) The decision making authorities being delegated must be clearly stated. Delegated authority must be assigned to a senior staff member who has the appropriate skills, qualifications and experience.
- c) Decision making carried out under delegated authority will be held to the same standards of accountability as that for the Head of Element.

Delegations of authority are recorded and communicated in the attached delegation of authority memorandum (refer Appendix 4).

The memorandum is forwarded to Human Resources (HR) to enable the University to effectively administer decisions made by the delegated authority in the context of the relevant policy or procedure.

APPENDIX 4 – DELEGATION OF AUTHORITY MEMORANDUM



[include Head of Element details here]

Telephone +61 (0)7 373 5XXX
Facsimile +61 (0)7 373 5XXX

Room [insert details]
Level [insert details]
Building [insert details]
Campus [insert details]

Memorandum

To	Human Resources
cc	<i>[Name of staff member who is being given delegated authority]</i>
From	[insert HoE details]
Date	
File	
Subject	Delegation of Authority

Human Resources

I have delegated authority to *[insert name of staff member]* to make decisions in accordance with the following provisions set out in the *Staffing Delegations: Administrative Divisions* policy:

[insert provisions]

This delegation is to take effect immediately and is to continue until *[insert the word 'revoked' or a particular date]*.

[insert HoE details]