

Introduction

This guide will show you how to request the creation of a new position.

This process is for creating new positions (i.e., that have not previously existed). The process requires the collection of necessary approvals and classifications, and a new 6-step online process that involves the support of Human Resources, Finance, and the approval of a Staffing Delegate.



Before a new position can be created, you will require:

- An approved/classified Position Description (please refer to the [Position Description Library](#) for exemplar position descriptions for academic and professional roles). Professional Staff positions are required to be classified prior to requests being submitted. If you have a position that requires classification, contact the People Service Team on 373 54011 or hrandsafety@griffith.edu.au for assistance
- Approval from the appropriate Staffing Delegate
- Confirmation from Finance that the position is budgeted

CORE position creation requires Executive Group member approval. (For example, in the Academic Groups the relevant PVC approves the establishment of new CORE academic positions and all professional staff positions.)

CONTINGENT position creation requires approval from the Relevant Senior Officer with the delegation to approve appointment to the position in line with the University's [Delegations Register](#).

Step 1: Collect the required information

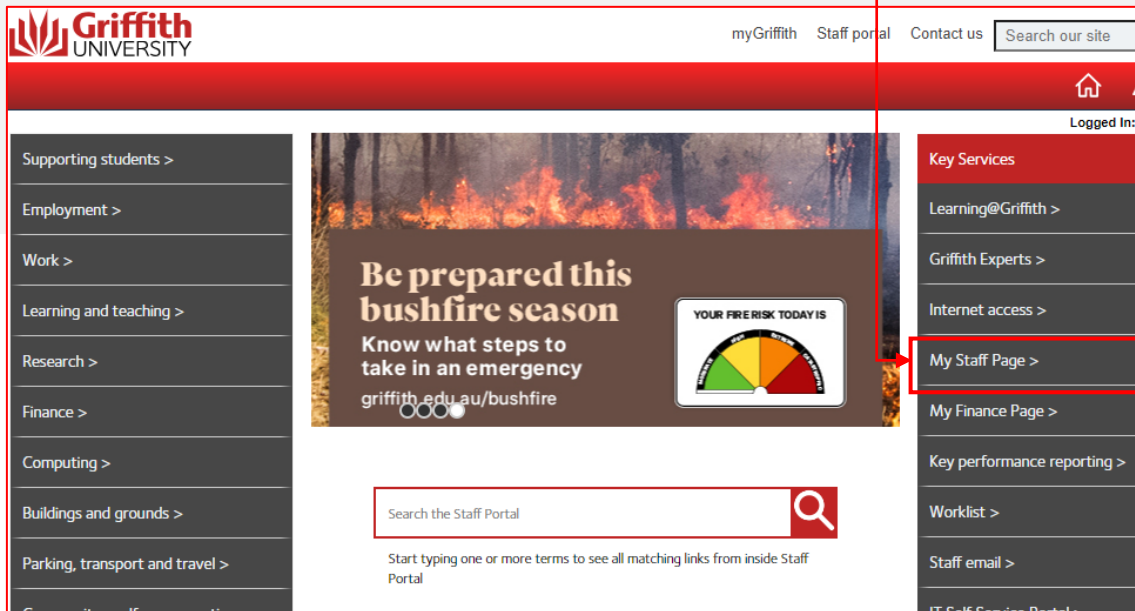
Before starting the Position Creation process ensure you have all the following information, documents, and approvals:

- Reviewed the Establishment Dashboard to identify any alternative vacant positions
- Relevant Senior Officer approval
- Finance confirmation/endorsement of available funding, funding source and duration
- Approved/Classified Position Description (in Microsoft Word)
- Effective date
- Job Code and Position Title
- Position Number and/or Title of the position it will report to
- Standard weekly hours and FTE

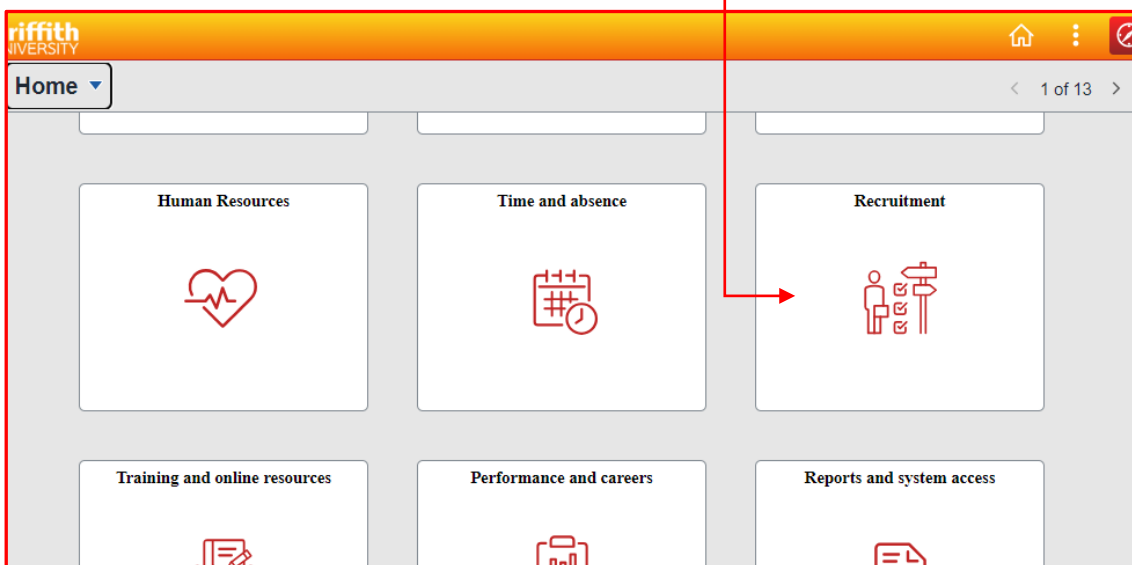
You will be unable to progress the position creation without the above.

Step 2: Navigate to the online form

- 1 Log into the **Staff Portal** and select the **My Staff Page** link to begin.

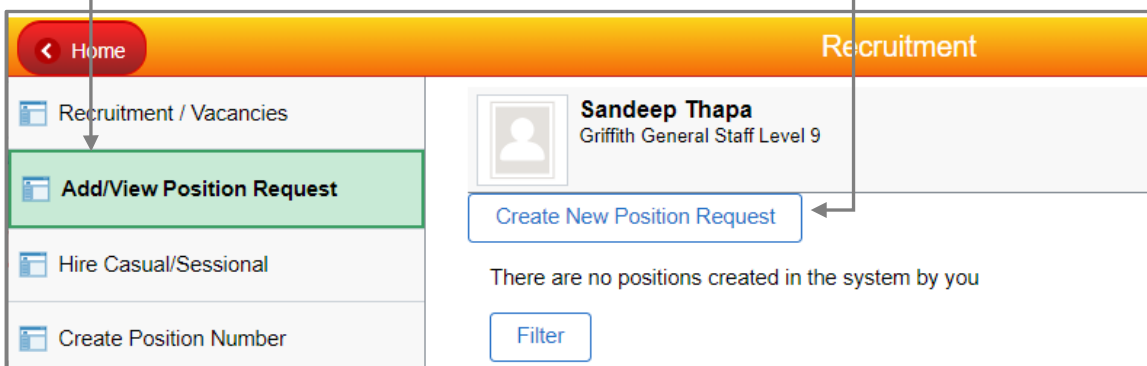


- 2 Click on the **Recruitment** tile



- 3 Click on the **Add/view Position Request** link.

A new position request is initiated by clicking on the **Create New Position** link. This page also shows any historical requests.



Step 3: Complete and submit the 6-step online form

1 Welcome. Carefully read instructions on the welcome page. Click the **Next** button to proceed.

Step 1 of 6: Welcome

Position Numbers are required for all Contingent and Core positions. This process does not apply to casual, sessional, or unpaid positions.

If you have a position that needs to be classified, please do not follow this process. Instead, contact the People Service Team on 373 54011 or hrandialety@griffith.edu.au for assistance.

Please review the [Establishment Dashboard](#) to determine if suitable vacant positions may be utilized an alternative to creating a new position.

Please refer to the [Position Description Library](#), for exemplar position descriptions across both academic and professional roles. Alternatively, contact your [Human Resources Business Partner](#). Please note Professional Staff positions must be classified before completing the online form.

Before starting this process, ensure you have -

- Reviewed the Establishment Dashboard for any suitable vacant positions
- Considered if a position will need to be Frozen in order to create this new position (you will need to know the position number)
- Agreement from the Relevant Senior Officer to create a new position (a workflow approval to the Relevant Senior Officer will be initiated through this process)
- Consulted with Finance to ensure there are sufficient funds and have the correct salary account code for this position
- An approved and classified Position Description (Microsoft Word not PDF)
- Effective start date (i.e. commencement date)
- Expected end date (if applicable)
- Job code and Position title
- Title of the staff member the position will report to
- Salary Admin Plan
- Salary Grade
- Standard weekly hours * and FTE (Full time equivalent)

*Standard weekly hours means how many hours in one week the staff member will work. A standard day equals 7.25 hours

2 Position Establishment. Complete all the fields to establish the position. Click the **Save** button followed by the **Next** button to proceed.

Position Request

Set ID: GRIFF

*Position Type: Contingent

*Position Classified: Yes

Position Request Status: Draft

Approving Staffing Delegate: Christopher Fleming 2727247

Position Funding: Research

Position to Freeze: No

Position Number to Freeze:

3 Position Details. Provide the details specific to the new position. Click the **Save** button followed by the **Next** button to proceed.

Position Details

*Effective Start Date: 11/08/2023

Expected End Date: 11/08/2024

New Information

*Position Title: Deputy Head

Position Short Title:

*Position Long Title: Deputy Head of School

*Jobcode: Deputy Head of School DEPHOS

Full/Part Time: Full-Time

Department:

Work Type:

*Location: Nathan Campus CAMNAT

*Reports To: Executive Officer 00033302

*Sal. Admin Plan: Academic Staff ACD

*Grade: Negotiated Salary ENC

Budgeted Hours

*Standard Hours per Week: 40.00

*FTE: 1.000000

- 4 Position Costing.** Provide the detail of where the position costs will be allocated. Click the **Save** button followed by the **Next** button to proceed.

Create New Position Request

Sandeep Thapa

Position Description Deputy Head
Position Request Status Draft

1 row

*SpeedType Key	*Class Field	*Account	Percent to Allocate
1 HRM1001	00000	2200	100.000000

Save

- 5 Attachments.** Requested documentation and supporting information can be uploaded to support your request. Click the **Save** button followed by the **Next** button to proceed.

Create New Position Request

Sandeep Thapa

Position Description Deputy Head
Position Request Status Draft

Please attach the:
(1) Position Description (approved and classified)
(2) Other supporting documentation.

Attachments

File Name	Description	Date Time Attached
Dean_Position_Description_docx	Dean_Position_Description	11/08/2023 3:42:09PM

Comments

Comment Reason	Commented by	Comment DateTime	Comment

Save

- 6 Review and submit.** Check the summary of your request, then click **Submit for Approval** button.

Create New Position Request

Sandeep Thapa

Work Type
Location Nathan Campus CAMNAT
Reports To Executive Officer 00033302
Sal. Admin Plan Academic Staff ACD
Grade Negotiated Salary ENC

Budgeted Hours
Standard Hours per Week 40.00
FTE 1.000000

Position Cost Information

SpeedType Key	Class Field	Account	Percent to Allocate
HRM1001	00000	2200	100.000000

Attachments

Attached File	Description	Date Time Attached
Dean_Position_Description_docx	Dean_Position_Description_docx	11/08/2023 3:42:09PM

Comments

Comment Reason	Commented by	Comment DateTime	Comment

Submit for Approval

Once submitted, the workflow escalates the request to Human Resources for review and support. If Human Resources supports the position creation, the request then goes to Finance for reconciliation against budget and cost allocation.

Upon gaining support of both Human Resource and Finance the request goes to the relevant Staffing Delegate for final approval.

Step 3: Check status of your request

- New Position Requests you have submitted can be viewed from your home page
- All New Position Requests display current status, date submitted, and position number once provided
- All New Position Requests can be viewed, updated or cancelled prior to the position number being created

The screenshot displays the 'Create New Position Request' interface. At the top, the user is identified as Sandeep Thapa, Griffith General Staff Level 9. A 'Create New Position Request' button is visible. Below this, a table titled 'Position Requests' shows one entry:

Position Title	Position Type	Status	Date Submitted	New Position Number
1 Deputy Head	Contingent	Pending HR Review	11/08/2023 3:53PM	

Buttons for 'View/Update' and 'Cancel' are located at the end of the row. The interface also includes a sidebar with navigation options like 'Recruitment / Vacancies', 'Add/View Position Request', 'Hire Casual/Sessional', and 'Create Position Number'.