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.
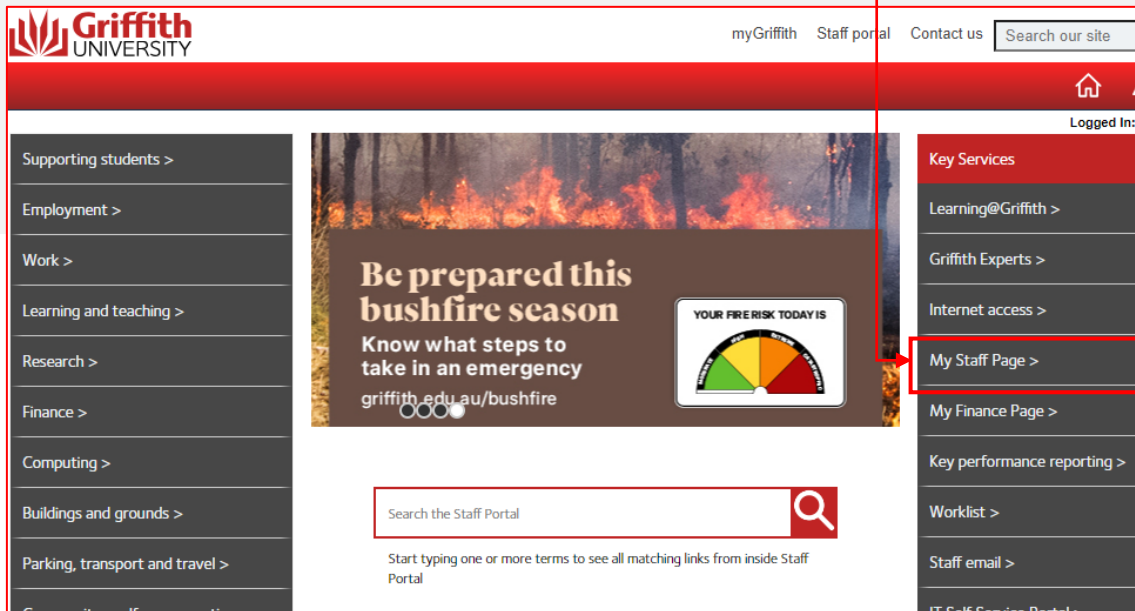
2 Click on the **Recruitment** tile
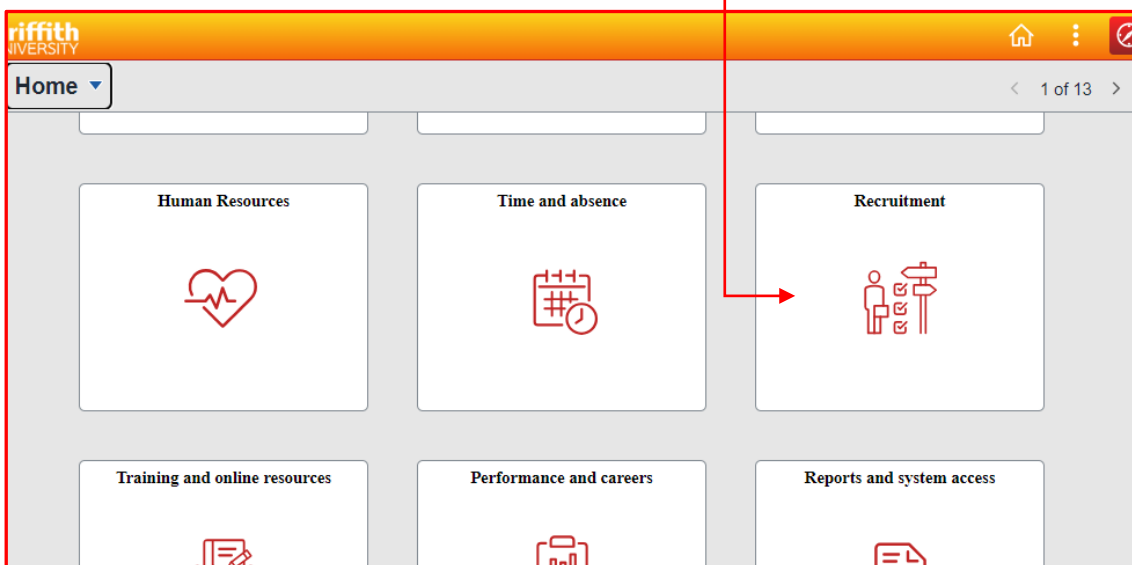
3 Click on the **Add/view Position Request** link.
A new position request is initiated by clicking on the **Create New Position** link.
This page also shows any historical requests.
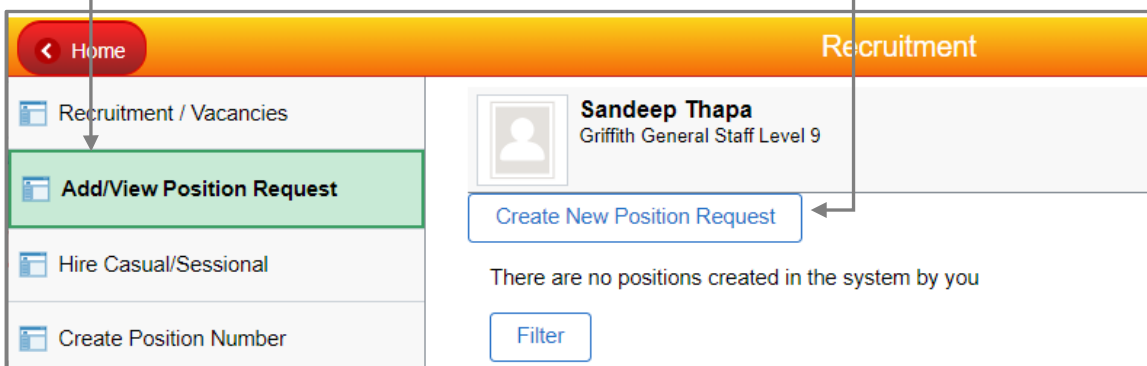
Step 3: Complete and submit the 6-step online form

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

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

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

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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.

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.

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

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.

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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