Human Resources Sub-delegation Register

Version	Date	Comments
V24-1.1	30/01/2024	Administrative amendment
V24-1	24/01/2024	Amendments approved by Vice Chancellor
V23-1	28/08/2023	Amendments approved by Vice Chancellor
V22-4	18/12/2022	Amendments approved by Vice Chancellor
V22-3	19/07/2022	Amendments approved by Vice Chancellor
v22-2	17/05/2022	Amendments approved by Vice Chancellor
v22-1	2 March 2022	Amendments approved by Vice Chancellor
v21-1	21 April 2021	Major review and amendments approved by Vice Chancellor
v18-3	29 Nov 2018	Council approved 29/11/2018
v18-2	30 April 2018	Changes made to reflect headline restructure 30/04/2018
v18-1	19 April 2018	Minor amendments approved by DVC SR
v17-3	1 August 2017	Minor Amendments approved by DVC SR
v17-2	2 June 2017	Council approved 20 July 2017

Contents

Human Resources Sub-delegations Register 2

Intent 2

Scope 2

Definitions 2

Introduction 2

Structure 2

Sub-delegation Management 3

Functional use of the Register 3

James Cook University Human Resource Delegation Bands 6

1. Plan 7
2. Recruit, Engage and Retain 8
3. Separation 13

Human Resources Sub-delegations Register

Intent

The Human Resources Sub-delegations Register supports timely and efficient decision-making. It complements operational and managerial decision making required every day to ensure the University maintains service delivery.

Scope

This Sub-delegations Register applies to all staff while acting in their official capacity.

Definitions

Employment Classification Band: The employment classification structure from BAND 1 to BAND 4 which reflects the published organisation structure.

Delegation Band: the 'Band' demonstrates a consistent level of authority throughout all sub-delegations. Human Resource sub-delegations range from Band 9, being the most senior, down to Band 3. The Band directly relates to the hierarchy of the university structure and should be considered when implementing new sub-delegations.

Introduction

The JCU approach to managing and administering delegations recognises that governance matters are the purview of Council and its Committees and that operational matters are the purview of management, with appropriate levels of Council oversight.

Governance-related human resource decisions are the responsibility of Council or have been delegated to the Human Resources Committee, and are recorded in the JCU Delegations Schedule. Council delegates all operational matters to the Vice Chancellor, who sub-delegates decision making to positions closer to the source of responsibility.

The Human Resources Sub-delegations Register records the positions responsible for making day-to-day human resource related decisions that ensures the University is able to operate effectively. The Register is guided by the JCU Delegation Policy and the Human Resources Sub-delegation Management Procedure. The sub-delegations are intended to:

- Establish appropriate responsibility and accountability for various administrative and operational functions;
- Have multiple sub-delegates where possible (to ensure flexibility);
- Be positioned close to the source of responsibility with the appropriate knowledge, skills and designated position (decision relevance); and
- Reflect the minimum seniority of the band of authority to exercise the delegated authority.

Structure

The Sub-delegations included in this Register only relate to final decisions required for the whole of a human resource management process. Some decision-making authorities which constitute part of a human resource management process are and will be, from time to time, stated in policy documents and the JCU Enterprise Agreement. The Register complements decision-making authority vested in the JCU Enterprise

Agreement, Position Descriptions, committee Terms of Reference and the inherent requirements of specific roles and responsibilities within the University.

The sub-delegate will, in applying a delegation within their authority, ensure the decision is based upon a clear appreciation and understanding of the facts, implications, and future consequences of the decision. This may include, but not limited to, legislative, policy, financial, budgetary and reputational impacts of the decision.

Sub-delegations in this Register reflect the lowest Delegation Band of Delegates who hold the Sub-delegation. Sub-delegates within all Delegation Bands higher than that specified will also hold the Sub-delegation. The exception to this is where the JCU Enterprise Agreement nominates a position (eg. Head of Work Unit) as being responsible for a matter. In this situation only, the delegation of authority is held solely by the position nominated in the Enterprise Agreement.

The Register is supported by:

- JCU Delegations Policy
- Human Resource Delegation Management Procedure
- Policy and Delegations Responsibilities Map
- Policies and Procedures relating to human resource management matters

Sub-delegation Management

Custodianship: Custody of the Human Resources Sub-delegation Register is assigned to the Deputy Vice-Chancellor Services and Resources.
Approval authority: Vice Chancellor
Governance Oversight: HR Committee and JCU Council
Register maintenance: Secretariat and Records

Functional use of the Register

Where the Register delegates a function to a band, reference should be had to the corresponding policy or procedure to determine the specific position within that band which holds the Delegation. All delegated functions are presented as items from policies or procedures although these may summarise or re-word sections from the policy or procedure. Where terms are capitalised they have policy specific usage and meaning. All policy and procedure references have been taken from the current Policy Library and should be referred to in conjunction with the referenced policy or procedure which sits adjacent to the function reference.

Exercising sub-delegations

- Sub-delegates will exercise their authority in compliance with the source document, the JCU Delegations Policy, the Conflict of Interest Policy and Procedure and the Staff Code of Conduct, or their replacement documents, in effect at the time.
- Sub-delegates may not exercise their authority in respect of their own positions, or positions higher in the organisational structure, as this may be construed as a conflict of interest.
- Sub-delegates will only exercise their authority within their area of responsibility.
- Sub-delegates may authorise a staff member to undertake actions associated with their decision, however full accountability for the decision remains with the sub-delegate.

James Cook University Human Resource Delegation Bands

(Table included for Digital Delegations)

Delegation Band	Position Number	POSITION or COMMITTEE
9	0560200001	• Vice Chancellor
8		*Intentionally left blank to align with all University Sub-delegation Registers*
7	6000017503; 6000008571; 6000014250;6000017497; 6000021471	• Deputy Vice Chancellor, All roles with the title of
6	0560214045	• Director Human Resources
5	6000008500; 0524104001; 6000008502; 6000009133; 6000002163; 6000015282; 6000009989; 6000012310; 6000012294; 6000023020	Head of Work Unit including: • Dean, All roles with the title of
	6000016021; 6000002080; 6000008545; 0542801001; 6000001394; 6000002079; 6000012838; 6000004561; 6000012439; 6000012832; 1070171163; 6000008024; 6000021202; 0527167002; 6000012832; 6000020790; 6000022157; 6000021202; 6000008024	• Director, All roles with the title of, and reporting to a DVC of a Division or the Vice Chancellor
	0539305001 4001238359 6000012279 6000021848	• Chief Digital Officer • Chief Financial Officer • Chief of Staff • Chief Marketing Officer
4	6000012843; 6000012841; 6000015276	Work Unit Operations: • College Operations Managers; for the relevant Dean
	6000012842; 6000012833; 6000012834	• College Operations Officers; for the relevant Dean
	6000006150	• Manager, JCU MCRRH Operations; for the Director MCRRH
	6000021203	• Manager, JCU CQCRRH Operations; for the Director CQCRRH
	6000001953	• Head, Divisional Operations for the DVC Services & Resources

	6000003438 6000012757 6000016257	• Executive Officer for the DVC Education and the Directors within the Education Division • Executive Officer for the DVC Research and the Directors within the Research Division • Manager Centre Operations; for the DVC Indigenous Education and Research Centre
3		All staff members who supervise other JCU staff members

James Cook University Human Resource Delegation Bands

Delegation Band	POSITION or COMMITTEE
9	• Vice Chancellor
8	*Intentionally left blank to align with all University Sub-delegation Registers*
7	• Deputy Vice Chancellor, All roles with the title of
6	• Director Human Resources
5	Head of Work Unit including: • Dean, All roles with the title of • Director, All roles with the title of, and reporting to a DVC of a Division or the Vice Chancellor • Chief Digital Officer • Chief Financial Officer • Chief of Staff • Chief Marketing Officer
4	Work Unit Operations: • College Operations Managers; for the relevant Dean • College Operations Officers; for the relevant Dean • Manager, JCU MCRRH Operations; for the Director, JCU MCRRH • Manager, JCU CQCRRH Operations; for the Director CQCRRH • Head, Divisional Operations; for the DVC Services & Resources • Executive Officer for the DVC Education and the Directors within the Education Division • Executive Officer for the DVC Research and the Directors within the Research Division • Manager Centre Operations; for the DVC Indigenous Education and Research Centre
3	All staff members who supervise other JCU staff members

1. Plan

Descriptor
Strategic planning of the human resource function and matters supporting the establishment of roles.

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Establishment Management	9	1.1	Approval to Create / Change Positions – with the Employment Classification Band 2 (Deans of Colleges) or 1 (Deans/Directors of Directorates)		
	9	1.2	Approval to create / change positions – Professorial Level position		
	7	1.3	Approval to Create/Change Positions excluding Professorial level positions or Employment Classification Band positions.		

2. Recruit, Engage and Retain

Descriptor

Matters relating to the human resource management of members of staff – recruitment and appointment, management, learning and development, and performance management.

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Special Appointments	9	2.1	Approve an Appointment by Invitation	Clause 3.5	Recruitment, Selection & Appointment Policy
	9	2.2	Approve an Appointment of a Distinguished Professor Withdraw the title of Distinguished Professor from any individual.	1 - Stage 3 2.2	Distinguished Professor Procedure Distinguished Professor Policy
	Director, Estate	2.3	Approval to engage Security Guards and Authorised Persons under the JCU Act	Section 63, Part 1	James Cook University Act 1997
Non-paid appointments	9	2.4	Approve Vice Chancellor's Fellow appointments	Section 4	Honorary Appointment Policy Vice Chancellor's Fellows Procedure
	7	2.5	Approval of appointment or reappointment of Adjunct / Full Academic Title	Section 1	Adjunct and Full Academic Title Appointment Procedure
	7	2.6	Approval of appointment of a Visiting Scholar	Section 2	Appointment of Visiting Scholars Procedure
	7	2.7	Approval of Conjoint Appointment		Conjoint Appointment Procedure

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Promote	7	2.8	Approve Conjoint Appointments for level A - D		Conjoint Appointment Procedure
	9	2.9	Approve Conjoint Appointments for level E		Conjoint Appointment Procedure
Recruit, Appoint & Remunerate	7	2.10	Approve to advertise and appoint continuing and fixed term appointments, including Professorial roles, Direct Appointments or Secondments, and excluding non-standard terms, conditions or remuneration.		Recruitment, Selection & Appointment Policy
	9	2.11	Approve to advertise and appoint continuing and fixed term appointments to positions in the Employment Classification Band Structure 1-4		Recruitment, Selection & Appointment Policy
	4, 5	2.12	Approve a Casual Engagement		Recruitment, Selection & Appointment Policy
	6	2.13	Approve remuneration where non-standard terms, conditions or remuneration is to be offered (e.g. market loading, Agreed Rate).		Market Loading Policy
	5	2.14	Approve an Individual Flexibility Agreement	Clause 26	JCU Enterprise Agreement 2022
	5	2.15	Approve a Flexible Work Arrangement	Clause 27	JCU Enterprise Agreement 2022
	9	2.16	Approve payment of a Performance Bonus to senior staff in the Employment Classification Band structure		Employment Contract
	5	2.17	Approve Professional and Technical Staff Loading for Academic Work	Clause 25	JCU Enterprise Agreement2022
	9	2.18	Approve establishment of, or changes, including name changes, to the Organisational Structure at the Organisational Group Level	Responsibilities	Organisational Structure Policy

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
	7	2.19	Approve establishment of, or changes, including name changes to the Organisational Structure at the Organisational Unit Level	Responsibilities	Organisational Structure Policy
	5	2.20	Approve establishment of, or changes, including name changes to the Organisational Structure at the Organisational Team level	Responsibilities	Organisational Structure Policy
Management	6	2.21	Approve a non-standard recovery of an overpayment arrangement	Clause 22	JCU Enterprise Agreement 2022 Overpayment of Wages Policy
	4, 5	2.22	Approve Variation of Hours on return from Parental Leave or for other occupancy variations	Clause 41.6	JCU Enterprise Agreement 2022 Management function
	5	2.23	Approve conversion fixed term or continuing	Clause 18	JCU Enterprise Agreement 2022
	6	2.24	Approve Position Reclassification	Clause 28	JCU Enterprise Agreement 2022
	3	2.25	Approve Casual Timesheets		Management Function
	5	2.26	Approve Overtime	Clause 24	JCU Enterprise Agreement 2022 Management Function
	4	2.27	Approve Higher Duties – HEWL 9 and below	Schedule 2	JCU Enterprise Agreement 2022
	5	2.28	Approve Higher Duties – HEWL 10	Schedule 2	JCU Enterprise Agreement 2022
	7	2.29	Approve Higher Duties Academic Staff	Schedule 2	JCU Enterprise Agreement 2022
	7	2.30	Approve confirmation of employment following a probationary process	Clause 31.6	JCU Enterprise Agreement 2022

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
	7	2.31	Provide the final stage action/disciplinary action as a result of underperformance or misconduct/serious misconduct. Final stage action/disciplinary action includes: • Issue a formal censure • Demotion by one or more classification levels or increments • Withholding of an increment increase • Suspension with or without pay	Clause 33.3 (e)50.4	JCU Enterprise Agreement 2022
	9	2.32	Determine the outcome of a submission from a staff member in respect of why a penalty, including termination, for misconduct/serious misconduct should not be imposed	Clause 50.6	JCU Enterprise Agreement 2022
	6	2.33	Suspend a staff member's employment	Clause 50.7	JCU Enterprise Agreement 2022
	5	2.34	Approve Staff Study Assistance – Application		Staff Study Assistance Procedure
	5	2.35	Approve participation in the Special Studies Program (SSP)		Special Studies Program (SSP) Procedure
	3	2.36	Approve applications for Annual Leave, Long Service Leave, Parental Leave, Trade Union Training Leave, Special Sporting Leave, Volunteering Leave, Cultural Leave, Personal and Carer's Leave, Domestic and Family Violence Leave, and Gender Affirmation Leave, Compassionate Leave, State Emergency Services Leave, Natural Disaster Leave, Jury Service, Australian Defence Reserves Leave, and Health Emergency Special Leave	Part D	JCU Enterprise Agreement 2022 Leave Procedure Parental Leave Procedure
	5	2.37	Approve applications for: • requests to take annual leave at half pay, • leave without pay less than 12 months • Global Emergency Leave Cash out of annual leave and long service leave		Leave Procedure

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
	7	2.38	Approve applications for leave without pay in excess of 12 months (excluding parental leave)		Leave Procedure

3. Separation

Descriptor

Matters related to the finalisation of the employment contract between JCU and its employees.

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Ending Appointment	7	3.1	Terminate employment for Underperformance	Clause 33.3 (e)	JCU Enterprise Agreement 2022
	9	3.2	Terminate employment on the grounds of Ill Health	Clause 51 (g)	JCU Enterprise Agreement 2022
	7	3.3	Terminate employment for Serious Misconduct	Clause 50.4	JCU Enterprise Agreement 2022
	7	3.4	Terminate employment, excluding underperformance or serious misconduct (including Redundancy)	Clause 46	JCU Enterprise Agreement 2022
	9	3.5	Terminate an Honorary appointment	12	Honorary Appointments Policy
	DVC Services & Resources	3.6	Approve an application for Early Retirement		Early Retirement Procedure
	6	3.7	Terminate employment on the grounds of abandonment of employment	Clause 49	JCU Enterprise Agreement 2022
	5	3.8	Terminate employment within the Probation Period	Clause 31.6	JCU Enterprise Agreement 2022

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
	6	3.9	Approve settlement of a matter, ex-gratia and special payments via a Deed of Settlement or Release within financial delegation limits. Otherwise, escalate to line manager.		Management function

Version control

Version	Approval Date	Approval authority	Implementation date	Details	Author
V24-1.1	NA	NA – administrative amendment	30/01/2024	Administrative correction to position number for Director, CQCRRH.	Policy Officer
V24-1	24/01/2024	Vice Chancellor	29/01/2024	• Amendments made to band 5 positions to align with all current Director roles, and to incorporate title change of Chief Marketing Officer (formerly Director, Marketing, Future Students and Admissions).	Manager, Industrial Relations and Policy
v23-1	25/08/2023	Vice Chancellor	28/08/2023	• Function 2.21 (approve Op-time) removed due to disestablishment of Optional Working Hours System (Op-Time) Policy. • Functions 2.8 and 2.9 amended to remove reference to Academic Promotion Policy which has been moved from HR domain to Academic Management domain • Position numbers and position titles updated to reflect current structure. • Changes to delegation band and Clause numbers to reflect the James Cook University Enterprise Agreement 2022.	Policy Officer and Manager, Industrial Relations and Policy
v22-4	18/12/2022	Vice Chancellor	01/01/2023	Amendments consequential to Professional Services Change: • Removed disestablished positions • Updated position titles	Policy Officer
v22-3	19/07/2022	Vice Chancellor	21/07/2022	• Implement changes to delegations in response to change to the headline structure implemented on 6th June 2022 • Functions removed as a result of the headline structure change • Duplicate function removed (eg 2.15) • Functions removed that no longer apply as related to the Enterprise Agreement Variation • Delegate for 3.9 changed to Director HR only	Manager, Industrial Relations and Policy in collaboration with Planning, Performance and Analytics
V22-2	17/05/2022	Vice Chancellor	24/05/2022	• Amendments to approval authority for staff study. • Amendment to preamble to clarify that delegations arising from the Enterprise Agreement are conferred solely to the position nominated in the EA, and are not also conferred to the supervisor or line manager of the position.	

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				• Minor amendment to functions covering approval of higher duties. The record covered all bands holding the delegation instead of the lowest band to hold the delegation.
				• Added positions to band 4:
				  ○ Manager, JCU CQCRRH Operations
				  ○ Divisional Executive Officer for the DVC Services and Resources	

v22-1	02/03/2022	Vice Chancellor	15/03/2022	Amendments to include authority to: • Approve cash-out of annual leave and long service leave • Confirm probation • Convert a staff member to a fixed term or continuing position • Approve Change to an Academic Staff Member's Work Profile • Approve OP-Time arrangements • Approve flexibility agreements • Approve reclassification • Approve casual timesheets • Approve overtime • Approve higher duties • Settle matters via a Deed of Settlement and/or release	Manager, Industrial Relations and Policy in collaboration with Planning, Performance and Analytics
v21-1	21 April 2021	Vice Chancellor	22 April 2021	• Amendments consequential to Council (3/20) approval of new approach to delegations. • Amendments consequential to moving delegation for approval of JCU Distinguished Professor from Council to Vice Chancellor (6/20) • Amendments consequential to Enterprise Agreement Variation valid until 30.6.2021 – special* functions • Amendments consequential to establishment of Honorary Appointments Policy and related procedures. • Amendment to enable Director, Estate to engage Security Officers and Authorised Persons • Inclusion of leave delegations • Inclusion of approval to advertise and appoint within Band1-4 • Amendment to delegation to suspend to reflect EA • Inclusion of delegation to approve Individual Flexibility Agreements	Manager, Industrial Relations and Policy
V18-3	29 Nov 2018			• Addition of position 'Manager Centre Operations; for the Pro Vice Chancellor Indigenous Education and Research Centre' to Band 4,	

Version	Approval Date	Approval authority	Implementation date	Details	Author
				• Clarification of Function Reference 2.5 to include 'secondments' and removal of Function Reference 2.6 (now covered by Function Ref 2.5) • Band 5 delegation amended to reflect that Directors may report to a DVC or the VC	
V18-2	30 April 2018			Changes made to reflect headline restructure 30/04/2018	
V18-1	19 April 2018			Minor administrative amendments to reflect James Cook University Enterprise Agreement 2016, as approved by DVC SR 19 April 2018	
V17-3	01 Aug 2017			Minor administrative amendments and clarifications as approved by DVC SR 20 July 2017.	
V17-2	2 June 2017			Council meeting 20 July 2017 approved amendments: • Escalation of Function 1.4 from Band 5 to Band 7. • Escalation of Function 2.6 from Band 5 to Band 7. • Correction of administration error in number of classification bands in 1.1 and 1.2. • Correction to a Band 4 title, to Head, AITHM Operations. • Separation of Band 4 titles for Executive Officer and Divisional Manager within Research & Innovation • Graphic on page 2 updated to accurately reflect sections. • Inclusion of explanatory paragraph regarding minimum delegations • Amendment of definition of "Classification band" • Additional of definition of "Delegation Band" • Change of heading in table • Amendment of Principles to align with Human Resources Delegation Policy	
V17-1	1 June 2017			• Council Approved Register	