

# RESEARCH SUPPORT STAFF PROCEDURE

## SCOPE

This procedure applies to all existing research support staff and Research Fellows and any new research support positions being developed.

This procedure does not need to be followed if:

- the incumbent is appointed as a replacement for an existing Level A or Level B staff member on parental leave and the duties were unchanged; or
- the staff member whose contract is being renewed is a Postdoctoral Research Fellow; or
- a short term contract renewal (no more than 6 months) is being sought for a PhD student to submit their thesis; or
- the staff member whose contract is being renewed is a Fellowship Holder or Chief Investigator on a grant; or
- the incumbent will occasionally be expected to contribute to teaching in relation to their research project(s).

## PROCEDURE STATEMENT

In 2009, the Federal Government introduced two programs to strengthen the quality of research across Australia.

Excellence in Research for Australia (ERA) aims to provide an evaluation framework; conduct a national stock take of research strength and areas for development in Australia's higher education institutions; identify excellence across the full spectrum of research performance; identify emerging research areas and opportunities for further development; and allow for comparison of Australia's research nationally and internationally for all discipline areas.

Research funding has been restructured to align with these two programs and will be based on the research intensiveness of the University with separate funding provision for the indirect costs of research.

To qualify for funding under these programs the Government requires the University to submit information on all academic staff and the University's overall research output record.

In the past some staff members have been employed on academic contracts although the primary focus of their work is to provide specialist administrative or technical support to research projects. The University values and recognises that the work performed by the staff in this category contributes to the overall outcome of research projects and/or are of strategic importance for the University.

However, in order to accurately describe these roles and to meet the ERA reporting requirements, it is important that such roles are categorised as professional staff roles.

This procedure sets out the process for assessing the duties and responsibilities of proposed and existing research support and Research Fellow positions to determine whether these roles would be appropriately described as academic or professional staff roles.

### 1. Review of existing research only positions

#### 1.1 All Level A and Level B research only appointments, including:

- positions for advertising;
- new appointments; and
- existing appointments for contract renewal

are to be reviewed to ensure that research staff at the University are appropriately categorised as academic (i.e. teaching and research or research-only) or professional staff (i.e. within the HEW level structure).

#### 1.2 Once a staff member at this level is identified as appropriate for translation, the Lead HR Business Partner must be contacted prior to discussing the matter with the staff member. The Lead HR Business Partner will liaise with Workplace Relations and provide advise on the available options for the identified staff member.

## Reviewing the employment of current level A research only staff at the end of a fixed-term contract

1.3 The procedure for reviewing and translating Level A staff members to the professional staff category is as follows.

Step	Required action	Responsibility
1	Three months prior to the end-date for a fixed-term Level A contract, liaise with the position's supervisor and the Head of Unit to determine if there is a requirement to continue to employ the staff member in the role.	HR Business Partner
2	If the position is not required, initiate the non-renewal process in CEM. Inform the staff member of the decision and obtain their signature and take the relevant staff action.	<ul style="list-style-type: none"> <li>Supervisor or Head of Unit, and</li> <li>HR Business Partner</li> </ul>
3	If the position is to continue, review the work performed and determine if the position is better aligned to an academic or professional staff category using the <a href="#">Research Activity Classification Guidelines for Level A</a> .	HR Business Partner (in consultation with the supervisor and the staff member).
4	If the role is to be converted to a professional staff category, inform the staff member of the decision to translate their position and explain the process involved.	<ul style="list-style-type: none"> <li>Supervisor or Head of Unit, and</li> <li>HR Business Partner</li> </ul>
5	If the role is categorised as an academic role, renew the current contract using CEM to create a new contract using <a href="#">REX</a> as appropriate	HR Business Partner
6	If the role is to be converted to a professional staff role, consider the staff members current salary level in the academic classification scale (including any impending increment) and align that salary level with the commensurate salary in the HEW classification scale to determine the appropriate HEW classification level.	HR Business Partner
7	Monash HR will select the relevant standard HEW level 5, 6 or 7 Position Description and customise it appropriately.	<ul style="list-style-type: none"> <li>Supervisor and</li> <li>HR Business Partner, and</li> <li>HR Recruitment Team</li> </ul>
8	If the appointment is for a period of 12 months or less, complete the "New non-advertised job" request in REX, and submit for approval. If the appointment is for greater than 12 months, make a direct appointment in accordance with the <a href="#">Direct Appointments procedure</a> .	HR Business Partner

## Reviewing the employment of current Level B research only or above staff at the end of a fixed-term contract

Step	Required action	Responsibility
1	Three months prior to the end-date for a fixed-term Level B contract, liaise with the position's supervisor and the head of unit to determine if there is a requirement to continue to employ the staff member in the role.	HR Business Partner
2	If the position is not required, initiate the appropriate steps in CEM. Inform the staff member of the decision and take the relevant staff action.	<ul style="list-style-type: none"> <li>Supervisor or Head of Unit, and</li> <li>HR Business Partner</li> </ul>
3	If the position is to continue, review the work performed and determine if the position is better aligned to an academic or professional staff category using the <a href="#">Research Activity Classification Guidelines Level B</a> .	HR Business Partner (in consultation with the supervisor and the staff member).
4	If the role is to be converted to a professional staff category, inform the staff member of the decision to translate their position and explain the process involved.	<ul style="list-style-type: none"> <li>Supervisor or Head of Unit, and</li> <li>HR Business Partner</li> </ul>
	If the role is appropriately categorised as an academic role, renew the current contract using CEM or create a new contract using <a href="#">REX</a> as appropriate.	HR Business Partner
5	If the role is to be converted to a professional staff role, consider the staff members current salary level in the academic classification scale (including any impending increment) and align that salary level with the commensurate salary in the HEW classification scale to determine the appropriate HEW level.	HR Business Partner

6	Monash HR will select the relevant standard HEW level Position Description for HEW 8 or 9 positions and customise it appropriately. HEW 10 positions must be referred to the Lead HRBP who will finalise and customise the Position Description. The Supervisor and staff member will confirm that the position specific information in the Position Description is accurate and pertinent to the particular role.	<ul style="list-style-type: none"> <li>• HR Business Partner;</li> <li>• HR Recruitment Team;</li> <li>• Supervisor;</li> <li>• Staff member; and</li> <li>• Lead HR Business Partner (HEW 10 positions)</li> </ul>
7	Evaluate the Position Description in accordance with the University's <a href="#">Classification for Professional Staff Procedure</a> and submit for approval to the relevant Classification Committee. Discuss and confirm any salary maintenance issues with Workplace Relations (in consultation with the position's supervisor and the head of unit).	<ul style="list-style-type: none"> <li>• HR Recruitment Team;</li> <li>• HEW 1-9 Classification Committee; or</li> <li>• HEW 10 Classification Committee</li> <li>• Workplace Relations where applicable</li> </ul>
8	Advise the affected staff member of the outcome of the classification process and explain the translation process and any salary maintenance provision (if applicable).	<ul style="list-style-type: none"> <li>• Supervisor or Head of Unit, and</li> <li>• HR Business Partner</li> </ul>
9	If the appointment is for a period of 12 months or less, for HEW Level 8 or 9, complete the New non-advertised job request in REX, and submit for approval. If the appointment is for greater than 12 months make a direct appointment in accordance with the <a href="#">Direct Appointments procedure</a> . Appointments at HEW 10 must be directed to the Manager, Remuneration and Senior Appointments by the Lead HR Business Partner.	<ul style="list-style-type: none"> <li>• HR Business Partner</li> <li>• Lead HR Business Partner</li> </ul>

- 1.4 Where an increment is due, the staff member will be granted the next increment in the academic range and then translated to the next highest HEW step. This will be their notional salary. If the Classification Committee has determined that the position is at a lower HEW classification level or step than the notional salary allocated, salary maintenance provisions will apply until such time as their classified HEW salary level (following Enterprise Agreement based pay increases) equates to their notional salary level.

### Review of Level C research only positions

- 1.5 For Level C and above research only positions, appointments are to be assessed by the Head of Unit and the Dean on a case by case basis.

## 2. New research support staff appointments

- 2.1 When a new research support position is being considered, the supervisor of the position should contact their HR Business Partner for advice on whether the proposed position is more appropriately categorised as an academic or professional staff position.
- 2.2 The HR Business Partner will then follow the procedure in the table below.

Step	Required action	Responsibility
1	Determine whether the position is: <ul style="list-style-type: none"> <li>• administrative or technical in nature (e.g. technical support, laboratory support or administrative work); or</li> <li>• consistent with a Level A teaching and research role; or</li> <li>• consistent with a Level A research-only role.</li> </ul> Use the <a href="#">Research Activity Classification Guidelines</a> to determine the appropriate categorisation.	HR Business Partner
2	If the position is consistent with a Level A teaching and research position or a Level A research-only role, proceed to recruitment in accordance with the relevant <a href="#">recruitment procedure for academic staff</a> . Please note that if the position is for less than 12 months and a suitable candidate is available, there is no requirement to advertise the position ( <a href="#">Recruitment of fixed-term and continuing staff procedure</a> ).	HR Business Partner
3	If the position is identified as administrative or technical in nature, determine whether the funding for the role is from a research grant that only allows for the employment of research staff. If so, Monash HR will develop a Position Description for a Level A research-	HR Business Partner, and HR Recruitment Team

	only staff member that details the specific duties of the role and the particular requirements of the grant and proceed to recruit in accordance with Step 2 above.	
4	If the position is administrative or technical in nature and the grant funding is not restricted to the employment of research-only academic staff, a professional staff Position Description should be developed in consultation with the position's supervisor and using the relevant standard position description as the basis. The Position Description must be classified in accordance with the <a href="#">Classification for Professional Staff procedure</a> .	HR Business Partner, and Recruitment Team
5	Once classified, the position should proceed to recruitment in accordance with the <a href="#">relevant recruitment procedure for professional staff</a> . Please note that if the position is for less than 12 months and a suitable candidate is available, there is no requirement to advertise the position ( <a href="#">Recruitment of fixed-term and continuing staff procedure</a> ).	HR Business Partner

### 3. Breach of procedure

- 3.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

<a href="#">Academic performance framework</a>	A framework that articulates high level expectations for academic performance adopting a consistent approach across the three categories of Research, Education and Engagement, against which all academic performance will be measured. Refer to the <a href="#">Academic Performance Framework website</a> .
<a href="#">CEM</a>	The University's Contract Expiry Management system which assists in the administration of fixed-term employment contracts.
<a href="#">Head of Unit</a>	Head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.
<a href="#">HEW 1 to 9 Classification Committee</a>	A Committee established across Monash HR to classify and reclassify positions at HEW 1 to 9. The committee will be comprised of the Manager, Academic and Professional Recruitment (chair), a representative from the HR Recruitment Team and a Team Leader in the HR Operations Centre.
<a href="#">HEW 10 Classification Committee</a>	A Committee established across Monash HR to classify positions and reclassify positions at HEW level 10 (A-D). The Committee is comprised of the Director, Remuneration and Global Mobility (chair), the Manager, Remuneration and Senior Appointments in the Centre of Expertise and the relevant Director, HR Business Partnering.
<a href="#">HR Business Partner</a>	A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.
<a href="#">Lead HR Business Partner</a>	A leader within Monash HR who provides strategic guidance to a portfolio of client groups across key aspects that relate to organisational and HR strategy.
<a href="#">Position description</a>	An accurate, concise description of the organisational location, primary objectives and key responsibilities of a position.
<a href="#">REX</a>	Recruitment Express, the University's online recruitment system. REX is used to manage the end-to-end recruitment and appointment process for all the Monash staff and visitors. REX is also used to manage the on-line application process for other University programs and initiatives.
<a href="#">Supervisor</a>	The person who is responsible for the supervision of staff and in most cases this will be the immediate line manager.

## GOVERNANCE

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting schedules	N/A
Associated procedures	N/A
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 16 September 2016
Endorsement	Director, Workplace Relations – 16 September 2016
Procedure owner	Director, Workplace Relations
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Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400