

Wheatbelt Natural Resource Management Incorporated

Classification Policy

Policy Name:	Classification Policy
Policy Number:	4.11
Policy Version Number:	V1.1
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by Board:	9 May 2017
Date of Next Review:	36 months from the approved date or earlier as required
Related Legislation:	1. Fair Work Act 2009
Related WNRM Procedures:	1. 4.11 Classification Procedure
Related WNRM Policy:	1. 4.9 Remuneration and Reward Policy 2. 4.21 Individual Pay Progression Policy
Related Links:	
Related Forms:	1. Role Description Form 2. Position Outcomes Statement

1. Definitions

“**Role**” means a broad description of the type of responsibilities and activities undertaken, and the level in the organisation

“**Position**” means an assignment of specific tasks, outcomes, projects or programs to a Role

“**Job size**” means an assessment of the complexity and demands of each role relative to other roles in the organisation using the Role Evaluation Criteria

“**Remuneration Methodology**” means the method of classifying and grading positions based on market benchmarking, organisational context and position hierarchical relationships analysis.

“**Role Description**” means a document describing the role evaluation criteria, functions and responsibilities of a role from which a pay scale classification is made

“Position Outcome Statement” means a document that describes the specific tasks and performance measurable of a position reflecting the project or program of delivery which is linked to a Role Description

“Role Evaluation Criteria” means the Know How, Problem Solving, and Accountability functions and responsibilities used in allocating a Position to a Role

“Pay Grade” means the relevant level range within the hierarchy of the remuneration structure incorporating multiple Pay Points

“Pay Point” means the specific point within a Pay Grade range

2. Overview:

This policy relates to the establishment of a method of formal assessment to determine the work value of positions created for Wheatbelt NRM, for the purpose of applying appropriate remuneration for the work to be performed.

Wheatbelt NRM through the Remuneration and Reward Policy has adopted the method of Market Median rates as for the Industrial and Service Industries, as the basis for setting Pay Points of a Pay Grade.

All roles which have been evaluated in accordance with approved policy 4.9 Remuneration and Reward, are placed in a Pay Grade, and allocated to one of two Work Streams:

- Project Delivery
- Corporate

Generic Role Description forms have been created for the organisation covering two work streams, along with a Position Outcome Statement for each position, reflecting the Project or Program to which the position has been assigned. All Roles have been ranked in order of Job Size, evaluated against Hay Group Methodology, and based on the approved classification procedure, and the Role Evaluation Criteria.

3. The Policy:

- 3.1 Existing positions will be paid on a Pay Point within the Pay Grade in which they have been placed, in accordance with the approved Classification Procedure.
- 3.2 Individual pay progression will be in accordance with the Individual Pay Progression Policy.
- 3.3 New positions will be fitted into one of the Generic Role Descriptions and consequently a Pay Grade, through comparison with existing Roles, wherever possible. If necessary the advice of an independent Group will be sought.

4. Responsible Officer:

The Chief Executive Officer has been delegated the responsibility to recommend that Board approve the classification level of a position determined in accordance with this policy. The Board will remain responsible for approving the classification level of the position of Chief Executive Officer.

5. Approval:

This Policy was approved by the Board of Management on 9 May 2017.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated