**JOB CLASSIFICATION REVIEW FORM – SAMPLE RESPONSES**

**6. Changes in Tasks**

For example, changes in relation to:

* Complexity
* Diversity
* Specialisation
* Significance

***Has any significant change occurred in relation to required tasks? Yes***

(Please add a separate row for each requirement that has changed or is new.)

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| ***If “yes”, what task has changed or is new?*** (Add “C” if it is a changed task or “N” if it a new task.)  Scholarships and grants coordination – C.  ***What did the task involve before?*** (Provide brief details. NB: This does not apply to a new task.)  The job holder previously had a set portfolio of scholarships determined by management and funding.  ***What does the task involve now?*** (Provide brief details.)  The job holder is required to be agile in responding to the fluctuating funding envelopes. This involves having procedures and processes in place that allow for prompt action when new scholarship and grant opportunities are identified.  New scholarships and grants have been added to the job holder’s portfolio. This involves researching and benchmarking against other universities to create scholarships and grants that are in line with industry standard and meet the compliance component of the funding.  ***What is a specific example that demonstrates current requirements?***  The job holder was advised of a funding opportunity for the newly created CSU Accommodation Equity Scholarship in October 2014. The stipulation was the funding deadline within 6 weeks of the scholarship being approved by the Dean of Students through to the payments being processed into the student accounts. The job holder performed the following tasks to achieve the requirements of the scholarship:   * Liaised with all stakeholders, Finance, Residences, Web team and Talisma Customer Relationship Management (CRM) Manager to confirm timelines and determine capability of processing to meet the deadline. * Benchmarked against other universities. * Create website content and requested website creation by the Web team. * Determined opening and closing dates of the scholarship for processing. * Request creation of an online application in Talisma by the CRM Manager based upon the template created by the job holder. Redesign the template to suit the specific scholarship eligibility. * Created a ranking and assessment tool. * Promoted the scholarship to staff and students. * Assessed the scholarship applications. * Liaised with Residences to confirm accommodation bookings for 2015 as per the eligibility criteria of the scholarship. * Awarded successful applicants and advise unsuccessful applicants. * Processed payments to Finance for allocation onto the student accounts. |

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| ***If “yes”, what task has changed or is new?*** (Add “C” if it is a changed task or “N” if it a new task.)  Staff supervision – C.  ***What did the task involve before?*** (Provide brief details. NB: This does not apply to a new task.)  The job holder previously supervised Scholarships Administration Assistants who administer scholarships and grants that are funded by CSU and the Commonwealth.  ***What does the task involve now?*** (Provide brief details.)  The job holder supervises an additional staff member, the Scholarships Officer.  ***What is a specific example that demonstrates current requirements?***  The Scholarships Officer was employed to research and promote external scholarships and grants to students and schools and Faculties. These scholarships and grants are funded by organisations external to CSU. |

**7. Changes in Required Knowledge, Skills and Experience**

***Has any significant change occurred in relation to required knowledge, skills and experience? Yes***

(Please add a separate row for each requirement that has changed.)

Remember that this is about the POSITION, not the person.

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| ***If “yes”, what aspect has changed?***  Compliance reporting.  ***What was required before?*** (Provide brief details.)  Liaise with and manage relationships with relevant Federal agencies and departments, to ensure legislative and regulatory compliance for Commonwealth Scholarships.  ***What is required now?*** (Provide brief details.)  Manage reporting to ensure legislative and regulatory compliance for Commonwealth Scholarships, Equity Scholarships and scholarship recipients.  ***What is a specific example that demonstrates current requirements?***   * Manage allocated quotas of scholarships. * Manage reporting deadlines for Commonwealth scholarships. * Liaise with Planning and Audit about reporting deadlines and error reports. * Reconcile scholarships data for the Commonwealth scholarships with Talisma and Banner, investigate any anomalies in data between systems. * Create statistics for each scholarship. * Reconcile accounts and return any unspent funds. |

**8. Changes in Judgement and Problem Solving**

For example:

* Access to assistance
* Solving problems with reference to procedures, work methods, rules or precedents
* Solving problems that require research, analysis and/or interpretation of relevant policies, manuals, texts, user requirements, etc
* Solving problems that require the job holder to make changes to procedures or work systems
* Solving problems that require the job holder to recommend changes to policies
* Solving problems that require innovation in design

***Has any significant change occurred in relation to judgement and problem solving? Yes***

(Please add a separate row for each requirement that has changed.)

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| ***"If “yes”, what aspect has changed?***  Responsiveness to change.  ***What was required before?*** (Provide brief details.)  The job holder previously didn’t have autonomy to respond to the changing requirements in funding availability.  ***What is required now?*** (Provide brief details.)  The job holder is expected to be responsive to the changing funding environment.  ***What is a specific example that demonstrates current requirements?***   * Developing criteria for new scholarships and grants based upon funding criteria. * Benchmarking all new scholarships and grants against other Universities. * The job holder established new processes and procedures to enable agile response to new scholarship and grant opportunities identified to meet student needs. * Providing specialist advice to the Dean of Students regarding identified needs of students and the management of scholarships and grants within the portfolio on a regular basis. |

**9. Changes in Supervision and Independence**

For example, changes in relation to:

* The nature and frequency of supervision received from the job holder’s supervisor
* The more complex matters on which the job holder would proceed without any discussion with the supervisor
* The type of matters that the job holder would refer to their supervisor for approval or decision

***Has any significant change occurred in relation to supervision (from above) and independence? Yes***

(Please add a separate row for each requirement that has changed.)

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| ***If “yes”, what aspect has changed?***  Budget management.  ***What was required before?*** (Provide brief details.)  Previously the job holder has been required to seek authorisation in management of the overall scholarship budget.  ***What is required now?*** (Provide brief details.)  The job holder works autonomously in managing the scholarships and grants budget and is able to move funding within the scholarships and grant portfolio to enable the scholarships team to meet the changing demands on funding based upon the number of applications and the approved quotas.  The job holder works in collaboration with the Manager Quality and Finance, who approves the overall budget.  ***What is a specific example that demonstrates current requirements?***   * Moving funding between accounts to ensure scholarship and grant funding is fully expended. * Creating new account codes to manage funding for new scholarships and grants within the portfolio. |

**10. Changes in Organisational Relationships and Impact**

For example, changes in relation to:

* Developing and/or maintaining relationships
* The nature and frequency of contact
* The nature, method and/or level of advice, assistance or recommendations provided to others
* The nature, method and/or level of input to development of policy or systems

***Has any significant change occurred in relation to organisational relationships and impact? Yes***

(Please add a separate row for each requirement that has changed.)

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| ***If “yes”, what aspect has changed?***  Collaboration.  ***What was required before?*** (Provide brief details.)  The job holder previously worked in isolation and did not collaborate with other areas of the University that provide scholarships and grants to students.  ***What is required now?*** (Provide brief details.)  The job holder made a strategic commitment to collaborate with the Alumni Foundations scholarship team for promotion of scholarships and grants, and sharing of information and resources to ensure continuity of the student experience.  ***What is a specific example that demonstrates current requirements?***   * The scholarships office in the Office for Students was the first area of the University to use the Talisma database for processing of scholarships and grants. The job holder has proactively created networks and developed contacts within other areas of the University that provide scholarships and grants, with the vision to share information and resources in relation to scholarship and grant processing within the Quality and Finance team in the Office for Students. * The job holder collaborates with the Senior Officer, Alumni and Donor Relations to develop promotional materials and organise event attendance and promotion. * The job holder has created networks and liaised with the Alumni Foundations team, the Research Office and the Web team to make changes to the scholarships and grants search engine to improve student access and include the requirements of each internal stakeholder. * The job holder has set up network meetings between the Alumni/Foundations team for collaboration, and sharing of resources. * The job holder has collaborated with both the Project Officer Away from Base and the Indigenous Support Centre staff to share information and resources about scholarships and grants to inform their process and assist with knowledge sharing. |