Recruitment Procedure - Position Nomenclature

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Chief Operating Officer
Responsible Manager – Policy	Chief People Officer
Review Date	4 July 2028

Section 2 - Purpose

(1) This Procedure provides a framework to ensure that position titles used within the University are consistent, and that all positions are appropriately titled, taking into account the functions and responsibilities of each role.

Section 3 - Scope

(2) This Procedure is applicable to the classification of all professional and Executive Senior Management positions within the University.

Section 4 - Key Decisions

Key Decisions	Role
Vary or make exception to the principles applying to nomenclature	Director, Talent Acquisition and Remuneration and/or Chief People Officer

Section 5 - Policy Statement

(3) This Procedure forms part of the Recruitment Policy suite which governs its application.

Section 6 - Procedures

Principles Applying to Nomenclature

(4) A job title for a position is confirmed after the position has been evaluated and located within La Trobe's job level/grade structure.

(5) The process of confirming job titles is an integral component of the evaluation and classification of positions.

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(6) Titles will:

a. identify the position in a way which is accurate, clear and recognisable;
b. indicate the function and main purpose of the position;
c. be simple and free of technical jargon;
d. indicate the relative level of the position within the University's organisation structure and the level of strategic accountability held by the position;
e. be applied consistently across the University to ensure equity and assist in the uniform use of titles be gender neutral;
f. appear consistently on all documentation for the position.

(7) Specialist position titles for particular professional groups should be discussed with the Talent Acquisition team.

Application of the Principles

(8) For all Executive Senior Management positions, the classification is determined by the Mercer CED Job Evaluation Process.

(9) For all Professional positions, the classification is determined by the Position Classification Standards in the La Trobe University Enterprise Agreement 2023 in conjunction with the Summary in Section 4 of these procedures.

(10) Once the classification process has determined the job grade based on Mercer Work Value Points for the Executive and Senior Management group (ESMC) and job descriptors in the Enterprise Agreement (Classification) for HEO positions, using the summary in Section 4 of these procedures, agree with the Manager of that position the title to be applied consistent with these principles.

(11) All current job titles that are inconsistent with these principles will not be changed whilst the current incumbent is in the role, with the following exceptions:

a. due to promotion, retirement or resignation of the current incumbent there is a change in the incumbent in the role;
b. there is a change in the role due to a change in structure (including Administrative Change Program changes) and a revised position description is required to be evaluated, even if the current incumbent retains the revised role;
c. when current positions are formally reviewed and re-evaluated;
d. positions evaluated and classified within the ESMC Level 1, that are currently titled "Manager" should, on the approval of the proposed Nomenclature Principles and Processes, as per the ESMC Position Titles Table below;
e. incumbents were appointed and notified that the position title was to be reviewed.

Responsibility of Varying the Principles

(12) In exceptional circumstances, there may be a need to exercise flexibility with regard to the position title and position functions.

(13) Where there is a requirement to vary or make exception to this principle, approval is required from the Talent Acquisition team, and where required to the Director, Talent Acquisition and Remuneration and/or Chief People Officer.

Summary of Nomenclature to be applied

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Evaluated Job Level/Grade	Position Title	Position Reporting Relationship or level of Responsibility
ESMC4 Mercer Work Value Points 1151 – 1160	DVC, Provost, COO	
ESMC3 Mercer Work Value Points 811 – 1150	PVC, Deputy Provost, Dean Executive Director, Chief Financial Officer, Chief Marketing Officer, Chief Commercial Officer, Chief Information Officer, Specialist Professional Title	Positions reporting to the VC, DVC or Head of a Portfolio
ESMC2 Mercer Work Value Points 591 – 810	Deputy Executive Director/Director *Specialist Professional Title (eg. Chief Data Analytics Officer, Chief Information Security Officer, Chief Procurement Officer)	Positions reporting to an Executive Director, DVC or PVC, with responsibility for management of a key functional area within a Division/School
ESMC1 Mercer Work Value Points 450 - 590	Associate Director, Deputy Director (only if the position is nominated second in charge and reports to a Director) Director (only if the position reports to the Executive Director) *Specialist Professional Title (eg. Project/Program Director)	Includes positions reporting to an Executive Director, DVC, PVC or Divisional Director/Director, with responsibility for management of a specialised function or unit within a Division/School
HEO 10	Senior Manager (HEO10) **Specialist Professional Title	Positions with managerial responsibilities for a unit/area, or stand- alone specialist positions
HEO 9	Manager **Specialist Professional Title	Positions with management/supervisory and team leadership roles, or standalone specialist positions
HEO 7 – 8	Senior Co-ordinator (HEO8) Coordinator (HEO7) **Specialist Professional Title eg. Team Leader	Positions with management/ supervisory and team leadership roles, or standalone positions/specialist roles
HEO 6	Senior Officer **Specialist Professional Title	Positions with management/supervisory or standalone specialist positions
HEO 4 – 5	Officer **Specialist Professional Title	Administrative/technical support roles (supervisory positions start at Level 5)
HEO 1 – 3	Assistant	Manual or general administrative roles

* Specialist Professional Title (ESMC 1, 2, 3 & 4) is a title applied by exception and with approval of the Chief People Officer and Director, Talent Acquisition and Remuneration.
** Specialist Professional Title (HEO4-10) is a title applied by exception and with approval of Talent Acquisition.

Section 7 - Definitions

(14) For the purpose of this Procedure:

a. Nomenclature: is the naming convention/rules for job positions within the University.

Section 8 - Authority and Associated Information

(15) This Policy is made under the La Trobe University Act 2009.

(16) Associated information includes:

a. Talent Acquisition and Remuneration intranet

Status and Details

Status	Current
Effective Date	4th July 2025
Review Date	4th July 2028
Approval Authority	Vice-Chancellor
Approval Date	4th July 2025
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
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