



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

HUMAN RESOURCES DELEGATIONS

Document Number

PR-GEN-20

Document Status

Author	Chief Operating Officer	September 2013
Approval Authority	Board of Directors	October 2013
Publication	Issue 6	June 2020
Review Date	Issue 6	June 2023

Policy

Excelsia College is committed to sound governance, including clarity about authorities for decisions throughout the College.

Purpose and Scope

This document provides details of decision authorities/delegations for human resources decisions. It should be considered beside the Management and Financial Delegations and the Academic Delegations.

Recruitment						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Approval for recruiting new staff for new role	Head of Department	Chief Operating Officer	Chief Executive Chief Financial Officer	Head of Department	Manager of People and Culture	HR File on Share Point
Approval for recruiting new staff for existing role	Head of Department	Chief Operating Officer	Chief Executive	Head of Department	Manager of People and Culture	HR File on Share Point
Approval for advertising	Chief Operating Officer	Head of Department	Chief Executive	Head of Department	Recruitment Coordinator	HR File on Share Point Zoho Recruit Payroll (Invoices)
Approval for hiring temporary staff	Head of Department	Chief Operating Officer	Chief Executive	Head of Department	Recruitment Coordinator	HR Dashboard Payroll (Invoices)
Set remuneration for award and non-award employees	Chief Operating Officer	Head of Department	Chief Executive	Staff Member Payroll	Manager of People and Culture	Staff Budget Spreadsheet Preceda
Approval for contract requests	Chief Academic Officer	Chief Operating Officer	Chief Executive	Head of School/Department and new staff	Manager of People and Culture	HR File on Share Point Adobe Sign Preceda
Inducting new staff	Chief Operating Officer	Head of Department	Chief Executive	Staff	People and Culture Coordinator	ExLL HR File of Share Point
Adding new staff in payroll	Financial Planning & Analysis Officer	Chief Operating Officer	Chief Financial Officer	Head of Department Staff	Manager of People and Culture	HR File on Share Point Preceda ExLL (PeopleStreme)

Induction Training	Manager of People and Culture	Head of Department	Chief Operating Officer	Head of Department Staff member	People and Culture Coordinator	HR File on Share Point
Probation	Manager of People and Cuulture	Head of Department	Chief Operating Officer	Staff member	Manager of People and Culture	HR File on Share Point

Performance Review and Development Planning						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Performance Review Form	Head of Department	Chief Operating Officer	One Up Manager	Staff Member	Manager People and Culture	ExLL
Development Planning	Head of Department	Chief Operating Officer One Up Manager Chief Financial Officer	Chief Executive	Staff Member	Manager People and Culture	ExLL
Tracking Development Planning	Chief Operating Officer	Head of Department	Chief Executive	Staff Member	Manager People and Culture	ExLL
Succession Planning and Staff Promotion						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Staff Promotion	Head of Department	Chief Operating Officer	Chief Executive	Head of Department Staff Member	Manager People and Culture	HR File on Share Point Payroll
Succession Planning	Head of Department	Chief Operating Officer	Chief Executive Board of Directors	Head of Department Staff Member	Manager People and Culture	HR File on Share Point
Workload Planning						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Monitoring and Managing Workload Planning	Head of Department	Chief Operating Officer	Chief Executive	Staff Member	Manager People and Culture	HR File on Share Point

Performance Management and Disciplinary Action						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Performance Management	Head of Department	Chief Operating Officer	Chief Executive	Head of Department Staff Member	Manager People and Culture	HR File on Share Point
Disciplinary Action	Head of Department	Chief Operating Officer	Chief Executive	Head of Department Staff Member	Manager People and Culture	HR File on Share Point
Staff Grievance						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Resolving Staff Grievance	Head of Department	Chief Operating Officer	Chief Executive	Head of Department Staff Member	Manager People and Culture	HR File on Share Point
Exit Interview						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Conduct Exit Interview	Chief Operating Officer	N/A	Chief Executive	Head of Department Other Departments concerned	Manager People and Culture	HR Files on Share Point
Policy and Procedure						
Item	Responsible Officer/Body	Endorsement / Referral to...	Approving Officer/ Body	Communication to...	Record Kept by...	Record Placement
Policy Development	Chief Operating Officer	Chief Executive	Management Committee	Management Committee	Director of Quality	QDR on Share Point

					Manager People and Culture	
Policy Approval	Chief Operating Officer	Chief Executive	Management Committee	Staff	Director of Quality Manager People and Culture	Website