

People and Culture Delegations Schedule (Council approved - 15 April 2024)

People and Culture Delegations Schedule Requirements:

For Tier Levels 4, 5, 6 and 7, there is no automatic delegated people and culture authority and it is restricted to line managers and their area of responsibility.

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
PC01	Recruitment	Vice-Chancellor	1	Approve recruitment and appointment for a permanent or fixed term position	Outside of budget	Sub-delegation permitted to Executive Director - Planning, Finance and Digital Services and Director of Finance
PC02	Recruitment	Senior Leadership Team Member	2	Approve recruitment for a permanent or fixed term position	Within budget	Sub-delegation down one tier permitted
PC03	Recruitment	Director of People and Culture	3	Decide not to notify a vacancy because it is not 'practicable'	Exclusion under section 604 of the Education and Training Act 2020. Must consult with Legal Services	Sub-delegation permitted to Business Partner Manager
PC04	Recruitment	Senior Leadership Team Member	2	Require an applicant for appointment to undergo a medical examination	Must consult with Recruitment Partner	Executive Director People, Culture and Campus permitted to sub-delegate to Director of People and Culture. No sub-delegation permitted for other SLT Members, unless authorised in writing by Vice-Chancellor.
PC05	Recruitment	Level 4 Staff	4	Permit secondment of a staff member within the University	In consultation with line manager and People and Culture Business Partner. If secondment is for 12 months or more, must obtain approval from relevant SLT member	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC06	Recruitment	Level 3 Staff	3	Permit secondment of a non-University staff member into the University and/or permit secondment of a University staff member into another organisation	In consultation with line manager and People and Culture Business Partner. If secondment is for 12 months or more, must obtain approval from relevant SLT member	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC07.1	Appointment	Level 3 Staff	3	Approve appointment of applicant to a permanent academic position	Must be within personnel budget. Relevant SLT member must have first approved recruitment. If appointment at Associate Professor or Professor level, must obtain prior approval from Deputy Vice-Chancellor Research and Deputy Vice-Chancellor Academic	Sub-delegation down one tier permitted
PC07.2	Appointment	Level 3 Staff	3	Approve appointment of applicant to a permanent geneneral staff position	Must be within personnel budget. Relevant SLT member must have first approved recruitment.	Sub-delegation down one tier permitted
PC07.3	Appointment	Level 3 Staff	3	Approve appointment of applicant to permanent Senior IEA position	Must be within personnel budget. Relevant SLT member must have first approved recruitment	Sub-delegation down one tier permitted
PC07.4	Appointment	Level 4 Staff	4	Approve appointment of applicant to fixed term position (academic or general staff)	Must be within personnel budget. Must consult with line manager who is Tier Level 3 or above. If fixed term position is more than 12 months, the relevant SLT member must have first approved recruitment. Note other Delegated Authority requirements for any extension of fixed term	Sub-delegation down one tier permitted
PC08	Appointment	Deputy Vice-Chancellor (Research)	2	Approve adjunct appointment and adjunct title for Senior Fellow and Fellow levels	In accordance with Adjuncts Appointments Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC10	Appointment	Vice-Chancellor	1	Approve appointment of applicant where conflict of interest exists	In accordance with Conflict of Interest Policy	Sub-delegation down one tier permitted
PC11	Appointment	Senior Leadership Team Member	2	Approve appointment of applicant where special provisions need to be made (for example, special equipment to accommodate applicant, applicant has previous conviction, etc)	Must consult with People and Culture Business Partner	Sub-delegation down one tier permitted
PC12	Appointment	Senior Leadership Team Member	2	Refuse an appointment because unable to reasonably accommodate a disability	Must consult with Legal Services	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC13	Appointment	Level 3 Staff	3	Approve appointment to vacancy under preferential conditions (for former staff member who resigned due to childcare)	For General Staff only. Must meet re-entry requirements in applicable employment agreement	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC14	Appointment	Deputy Vice-Chancellor (Academic)	2	Appoint visiting scholars (e.g. Erskine and others)		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC15	Appointment	Vice-Chancellor	1	Approve recruitment and appointment expenses (excluding relocation expenses)	Outside of budget	No sub-delegation permitted, unless authorised in writing by Council
PC16	Appointment	Senior Leadership Team Member	2	Approve recruitment and appointment expenses (excluding relocation expenses)	Within budget	Sub-delegation down one tier permitted
PC17	Appointment	Executive Director People, Culture and Campus	2	Approve credit of previous service-related leave entitlement	In consultation with	

Reference Code	Subcategory	Authority Delegated To:	Tier Level
----------------	-------------	-------------------------	------------

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
PC33	Remuneration, benefits and leave	Level 5 Staff	5	Approve adjustment to annual leave or long service leave when sickness or bereavement occurs		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC34	Remuneration, benefits and leave	Level 5 Staff	5	Approve sick leave		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC35	Remuneration, benefits and leave	Level 5 Staff	5	Request a medical certificate during sick leave absence or where there are health, safety or wellbeing concerns	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC36	Remuneration, benefits and leave	Level 5 Staff	5	Direct staff member to take sick leave	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC37	Remuneration, benefits and leave	Senior Leadership Team Member	2	Require any staff member to undergo a medical examination at the expense of the Faculty or Service Unit, by a registered medical practitioner nominated by the University (where there are health, safety or wellbeing concerns)	Must consult with People and Culture Business Partner and Legal Services	Sub-delegation down one tier permitted
PC38	Remuneration, benefits and leave	Director of People and Culture	3	Approve leave on reduced pay or without pay on medical grounds	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC39	Remuneration, benefits and leave	Level 3 Staff	3	Approve request for leave without pay (not related to medical grounds)	10 days or more. Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC39.1	Remuneration, benefits and leave	Level 5 Staff	5	Approve request for leave without pay (not related to medical grounds)	10 days or less.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC40	Remuneration, benefits and leave	Level 5 Staff	5	Approve request for parental leave		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC41	Remuneration, benefits and leave	Level 5 Staff	5	Approve up to 10aff		

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority
----------------	-------------	-------------------------	------------	-------------------------------	--

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
PC67	Employment Relations	Level 5 Staff	5	Initiate and manage formal disciplinary process	The Manager of the person concerned is responsible for all actions in this delegation. Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC68	Employment Relations	Level 5 Staff	5	Issue a formal warning (verbal or written)	The Manager of the person concerned is responsible for all actions in this delegation. Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC69	Employment Relations	Level 5 Staff	5	Issue a final written warning	The Manager of the person concerned is responsible for all actions in this delegation. Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC70	Employment Relations	Senior Leadership Team Member	2	Suspend staff member on pay		

