

HR Delegations for Exception Approvals

Approval	Delegation
Unadvertised Fixed Term over 12 Months	HoD / Manager , with HR Services verifying checking the fixed-term reason.
Higher Duties <i>as per employment agreement and/or secondment guidelines</i>	HoD / Manager on advice from DHRM/Adviser.
Unadvertised Permanent Appointment	DHRM / Snr HR Advisor , with additional approval by DVC (A) for confirmation path appointments.
Individual to work more than 1.00 FTE	DHRM / Snr HR Advisor
Fixed Term to Permanent Unadvertised	DHRM / Snr HR Advisor , with additional approval by DVC (A) for confirmation path appointments.
Appointment in Merit range (Professional staff)	Divisional Head
Recruitment and Retention Allowance	HR Director
Waiving Parental Leave Repayments	HR Director

August 2021 – VCAG Approved