

Organisational Structure Procedure

Intent

This procedure outlines the management and recording of the organisational structure of the University and the mechanisms for the establishment of, or changes to, the University's structure.

Scope

This procedure applies to JCU Australia and outlines the functions involved and assigns responsibility for those functions. This procedure is to be read in conjunction with the University Organisational Structure Policy.

This procedure does not apply to JCU Brisbane and JCU Singapore.

Definitions

Except as otherwise specified in the Organisational Structure Policy, the meaning of terms used are as per the [Policy Glossary](#).

Procedure

The responsibilities for management and communication of Organisation Structure changes approved through authorities identified in the Organisational Structure Policy to be reflected in Human Resource and finance systems are identified in the table below:

Function	Responsible Officer
Advising the appropriate officers with responsibility for implementing structure changes of approved changes to the Organisational Structure	Director, Human Resources
Maintenance of the University's Organisational Structure Chart	Director, Human Resources
Coordination and management of formal and informal organisational change processes	Director, Human Resources
Allocation of Organisational Codes to reflect the Organisational Structure	Chief Financial Officer
Maintenance of the University's Organisational Team codes within the HR corporate system	Director, Human Resources
Maintenance of the University's Organisation Unit code (ORGU) and name within the Finance corporate system	Chief Financial Officer
Maintenance of the University's organisation detailing the code, name and mapping over time of the 13-digit organisational finance code (OPF) within the Finance corporate system	Chief Financial Officer
Maintenance of organisational history, down to Organisational Team level, within the canonical organisational lineage database	Chief Digital Officer
Coordination of the implementation of organisational changes across corporate ICT systems and communication of change	Chief Digital Officer

Maintenance of Organisation Codes and the implementation of organisational structure changes within the relevant system by the approved implementation date	System Owners
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Schedules/Appendices

Appendix 1 – Organisational Structure diagram (example only)

Related policy instruments

Organisational Structure Policy

JCU Delegations Policy

Other related documents

Human Resources Sub-delegations Register

JCU Enterprise Agreement

Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

Approval Details

Policy Domain	Corporate Governance
Policy Custodian	Vice Chancellor
Approval Authority	Vice Chancellor
Date for next Major Review	16/03/2028

Revision History

Version	Approval date	Implementation date	Details	Author
23-1	16/03/2023	14/04/2023	Clarification of the responsibilities for managing the University's organisational structure post PSC implementation	Director, Planning, Performance and Analytics; Chief of Staff
22-1	9/8/2022	17/08/2022	Amendment consequential to organisational restructure announced 13 May 2022. Two years added to review date timeframe in line with Council (1/22) decision. Approved by Director, PPA as an administrative amendment	Policy Officer
20-1	10/12/2020	11/12/2020	Procedure established to support Organisational Structure Policy	Director, Planning, Performance and Analytics

Keywords	Corporate Structure, Organisational Structure, codes, teams, ORGU
Contact person	Chief of Staff

Organisational Structure Diagram

This diagram is not intended to be an accurate representation of the University structure. It is a visual aid to demonstrate and clarify the information in the Organisational Structure Policy and Procedure.

