

Workplace Reorganisation - Translation Guidelines

Section 1 - Purpose

(1) This guideline supports implementation of clause 18 - Workplace Reorganisation of the [Charles Sturt University Enterprise Agreement 2023-2025](#). It aims to provide a fair, transparent and consistent process for assessing translation outcomes during workplace reorganisations.

Document context

Scope		Continuing employees whose substantive positions are impacted by an approved workplace reorganisation.
Compliance drivers		NA
Policy suite	Policy equivalent	Charles Sturt University Enterprise Agreement 2023-2025 (Enterprise Agreement)
	Procedure	NA
	Guidelines	Workplace Reorganisation - Translation Guidelines (this document)
Related documents		NA
Review requirements		As per Policy Framework Policy
Document class		Management

Section 2 - Guidelines

Principles

(2) Translation is a position-to-position assessment and not an assessment of employee performance, capability or suitability.

(3) Translation assessments are based on the substantive position occupied immediately before implementation of the new structure.

(4) A position may be considered translatable where its duties are not significantly changed within the meaning of clause 18.1 of the [Enterprise Agreement](#). An indicative threshold of 75% substantial similarity may be used as a guide to promote consistency but is not determinative. Each translation assessment must include a qualitative evaluation of whether the essential character and core functions of the position are preserved in the new structure.

(5) The 75% indicative threshold is not determined by counting individual duties. It reflects an overall assessment of the purpose, responsibilities and requirements of the position and must be supplemented by a documented qualitative assessment of whether the essential character and core functions of the position have been retained. A position that meets the indicative threshold may nonetheless not be translatable where the defining responsibilities of the role have been removed or fundamentally altered.

Translation assessment

(6) Employees must hold a continuing appointment and occupy the position substantively to be eligible for translation consideration.

(7) Translation can only occur at the equivalent classification level.

(8) Assessment factors may include position purpose, responsibilities, scope, classification level, reporting relationships, supervisory responsibilities, qualifications, knowledge, skills, experience, employment status and other relevant position characteristics.

(9) Translation assessments will be coordinated by the Division of People and Culture (DPC).

Special considerations

(10) Academic positions may require consideration of discipline alignment, teaching specialisations and academic classification level.

(11) Translation will ordinarily occur at an employee's substantive fraction.

(12) Employees will ordinarily be translated to positions located at their substantive campus where suitable positions are available.

(13) Where a position changes from academic staff to professional staff, or vice versa, translation will not apply.

Translation categories and outcomes

(14) Translation under this guideline may occur in different circumstances during implementation of a workplace reorganisation:

Translation category	Details
Direct translation	Direct translation occurs where an employee's substantive position is assessed as substantially similar to a position in the new structure and the employee is translated into that position in accordance with clause 18.1(i) of the Enterprise Agreement . Where a substantially similar position is available, the employee will be translated without a competitive selection process.
Translation following position mapping	Translation following position mapping occurs where a position in the current structure is no longer required in its existing structure form but has been assessed as substantially similar to a position in the new structure. In these circumstances, the employee may be translated to the mapped position.
Translation administration	Translation administration refers to administrative changes that do not constitute translation under clause 18 of the Enterprise Agreement . These may include position title changes, changes to reporting lines, minor amendments to position descriptions or other minor workplace changes.

(15) Where there are more employees eligible for translation than available positions, a closed expression of interest process and merit-based selection process will be conducted.

(16) Where a position is significantly changed, a new position, or the position is no longer required, and no translation is available, the employee will become an eligible employee.

Approval and notification

(17) Translation recommendations will be documented by DPC and submitted to the relevant Band 8 approval authority.

(18) Employees who translate will receive written confirmation and the relevant position description.

Section 3 - Glossary

(19) This guideline uses terms defined in the [Charles Sturt University Enterprise Agreement 2023-2025](#).

Status and Details

Status	Current
Effective Date	2nd October 2026
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