

# Qualifications, Experience, Tasks and Responsibilities for Academic and Professional Salary Levels

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THIS DOCUMENT IS INTENDED TO BE A GUIDE ONLY

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The purpose of this document is to provide a guide to the appropriate levels and steps for both academic staff ([Table 1](#)) and professional staff ([Table 2](#)) positions that are proposed for funding in research grant applications. The level and step of these positions depend on the qualifications and experience that must be held by the staff member, as well as the tasks and responsibilities of the role. The content of this document was developed in consultation with the Academic and Professional Staff Enterprise Agreements (for more details, see: <https://staff.mq.edu.au/work/strategy-planning-and-governance/enterprise-agreement>). Definitions of qualifications can be found on the Australian Qualifications Framework website: <https://www.aqf.edu.au/aqf-qualifications>

**Table 1: Academic staff salary levels and steps, position titles, and the qualifications, experience, tasks and responsibilities that align with these academic positions.**

Level	Step	Position title	Qualifications and experience	Tasks and responsibilities
A	1-5	Associate Lecturer	Currently completing PhD. Step depends on proportion of PhD completed.	A Level A research academic will typically conduct research/scholarly activities under limited supervision either independently or as a member of a team and will normally hold a relevant higher degree. A Level A research academic will normally work under the supervision of Academic Staff at Level B or above, with an increasing degree of autonomy as the research academic gains skills and experience. A Level A research academic may undertake limited teaching, may supervise at undergraduate levels and may publish the results of the research conducted as sole author or in collaboration. He or she will undertake administration primarily relating to his or her activities at the University.
A	6	Associate Lecturer	Graduated with PhD. Little to no post-doctoral research experience.	
A	7-8	Associate Lecturer	PhD and 1-2 years of post-doctoral research experience.	
B	1	Lecturer	PhD and 3 or more years of post-doctoral research experience.	A Level B research academic will normally have experience in research or scholarly activities, which have resulted in publications in refereed journals or other demonstrated scholarly activities. A Level B research academic will carry out independent and/or team research. A Level B research academic may supervise postgraduate research students or projects and be involved in research training.
B	2-6	Lecturer	PhD and 4 or more years of post-doctoral research experience.	

C	1-6	Senior Lecturer	PhD and >5 years of academic experience.	A Level C research academic will make independent and original contributions to research, which have a significant impact on his or her field of expertise. The work of the research academic will be acknowledged at a national level as being influential in expanding the knowledge of his or her discipline. A strong record of published work will normally demonstrate this standing or other demonstrated scholarly activities. A Level C research academic will provide leadership in research, including research training and supervision.
D	1-4	Associate Professor	PhD and >8 years of academic experience.	A Level D research academic will make major original and innovative contributions to his or her field of study or research, which are recognised as outstanding nationally or internationally. A Level D research academic will play an outstanding role within the University, discipline and/or profession in fostering the research activities of others and in research training.
E	1-2	Professor	PhD and >10 years of academic experience.	A Level E research academic will typically have achieved international recognition through original, innovative and distinguished contributions to his or her field of research, which is demonstrated by sustained and distinguished performance. A Level E research academic will provide leadership in his or her field of research, within the University, discipline and/or profession and within the scholarly and/or general community. He or she will foster excellence in research, research policy and research training.

**Table 2: Professional staff salary levels and steps, the occupational equivalent, the corresponding required training level or qualifications, and tasks and responsibilities that align with these positions. HEW = Higher Education Worker**

HEW Level	Step	Occupational equivalent	Training level or qualifications	Tasks and responsibilities
1	1-3	Trainee for Level 2 duties	None required	Straightforward manual duties. Some knowledge of materials.
2	1-3	Administrative assistant	Requires completion of Year 12 without work experience; or completion of Certificates I or II with work-related experience; or requires a skill level which assumes and requires knowledge, training or experience.	Perform a combination of various routine tasks. Solve relatively simple problems. Keeping, copying, maintaining and retrieving records. Straightforward data entry and retrieval.



3	1-4	Technical assistant/technical trainee, administrative assistant	Requires completion of a trade certificate or Certificate III; or completion of Year 12 or a Certificate II, with relevant work experience; or an equivalent combination of relevant experience and/or education/training.	Technical assistants will assist technical officers in operating a laboratory. Administrative assistants will provide administrative support tasks such as desktop-based activities, setting up meetings and processing accounts for payment.
4	1-3	Technical officer or technician	Requires completion of a diploma level qualification with relevant work-related experience; or completion of a Certificate IV with relevant work experience; or completion of a post-trade certificate and extensive relevant experience and on-the-job training; or completion of a Certificate III with extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.	Technical positions will assist in the conduct of major experiments and research programs and/or in setting up equipment for a range of experiments as specified by others; or demonstrate the use of equipment and prepare reports of a technical nature as directed.
5	1-4	Graduate or professional, such as research assistant or experienced technical officer	Requires completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or completion of a diploma qualification and at least two years' subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or completion of a post-trade certificate and extensive (typically more than two years) relevant experience as a technician; or an equivalent combination of relevant experience and/or education/training.	Research assistants will work as part of a research team in a support role and provide a range of library services. Technical positions will assist in the conduct of major experiments and research programs and/or in setting up equipment for a range of experiments; or demonstrate the use of equipment and prepare reports of a technical nature.

6	1-3	Graduate or professional (from level 5) with subsequent relevant work experience	Requires a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.	Research assistants will work as part of a research team, provide a range of library services, and undertake a range of computer programming tasks. Technical positions will manage a teaching or research laboratory or a field station, provide highly specialised technical services, set up complex experiments, design and construct complex or unusual equipment to general specifications, assist honours and postgraduate students with their laboratory requirements, and/or install, repair, provide and demonstrate computer services in laboratories. Administrative positions will provide financial, policy and planning advice, service a range of administrative and academic committees, including preparation of agendas, papers, minutes and correspondence; and/or monitor expenditure against budget in a school or small faculty.
7	1-3	Technical manager; senior research assistant, professional or scientific officer, senior administrator in a small, less complex faculty	Requires a degree with at least four years of subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.	In research positions, acknowledged expertise in a specialised area or a combination of technical management and specialised research. In technical manager positions, the management of teaching and research facilities for a department or school. In administrative positions, provide less senior administrative support to relatively small and less complex faculties or equivalent.
8	1-3	Manager (including administrative, research, professional or scientific); senior school or faculty administrator; researcher	Requires postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.	Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources. Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity. Manage a small or specialised unit where significant innovation, initiative and/or judgement are required. Provide senior administrative support to schools and faculties of medium complexity, taking into account the size, budget, external activities and management practices within the faculty or equivalent unit.

9	1-2	Manager (including administrative, research, professional or scientific); senior school or faculty administrator; senior researcher	Requires postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.	Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources. Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity and the integration of internal and external requirements. Manage a small and specialised unit where significant innovation, initiative and/or judgement are required. Provide senior administrative support to the more complex schools and faculties, taking into account the size, budget, external activities and management practices within the faculty or equivalent unit.
10	1-10	Senior program, research or administrative manager	Requires proven expertise in the management of significant human and material resources; and in some areas, postgraduate qualifications and extensive relevant experience.	Manage a large functional unit with a diverse or complex set of functions and significant resources. Manage a more complex function or unit where significant innovation, initiative and/or judgement are required. Provide senior administrative support to the most complex schools and faculties in large institutions, involving significant staff and financial resources, outside activities and extensive devolution of administrative, policy and financial management responsibilities to this position.