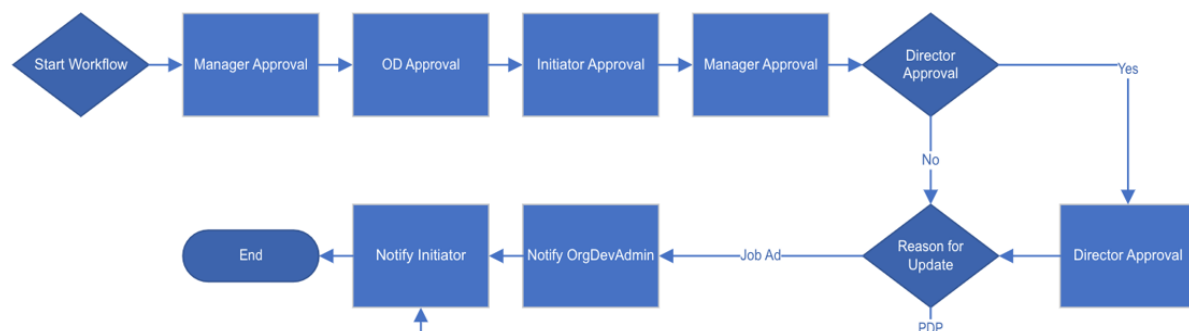


How to get my position description approved via the workflow process in objective navigator.

This guide helps you submit and approve a position description (PD) step by step. Follow these easy steps to ensure the PD is approved by the right people. It simplifies the process and makes sure everything is done correctly.

Various stakeholders are involved in the approval process of a Position Description (PD), and their involvement depends on the specific purpose for which the PD is required. Please ensure you review the Source (link) for information on who needs to approve your position description BEFORE commencing this process.

Tip: The following workflow offers a simplified, high-level overview of the position description approval process. Detailed instructions follow to provide clarity and guidance.



1. Staff member (Initiator) uploads PD into Objective Global Folder > Human Resources Management > Position Description Development > Position Descriptions (draft) > Specific Directorate.

Objective Global Folder > ..Human Resource Management > Position Description Development > Position Descriptions (draft)

2. Edit the document in the usual way.

Please note – You can edit the document all through the approval workflow process.

When you close the document **DO NOT** Submit for approval (this will start the approval workflow)

Release From Editing (objective:8008)

 **"Organisational Development Consultant - March 2023"**

Description of any changes:

☐ Submit for approval

☐ Corporate Value

Release

Keep In Edit

3. When the PD is ready to be released the **Initiator** can Submit for approval.

4. Right click on the Position Description that requires approval.

Corporate Services - Objective ECM Navigator (objective:8008)

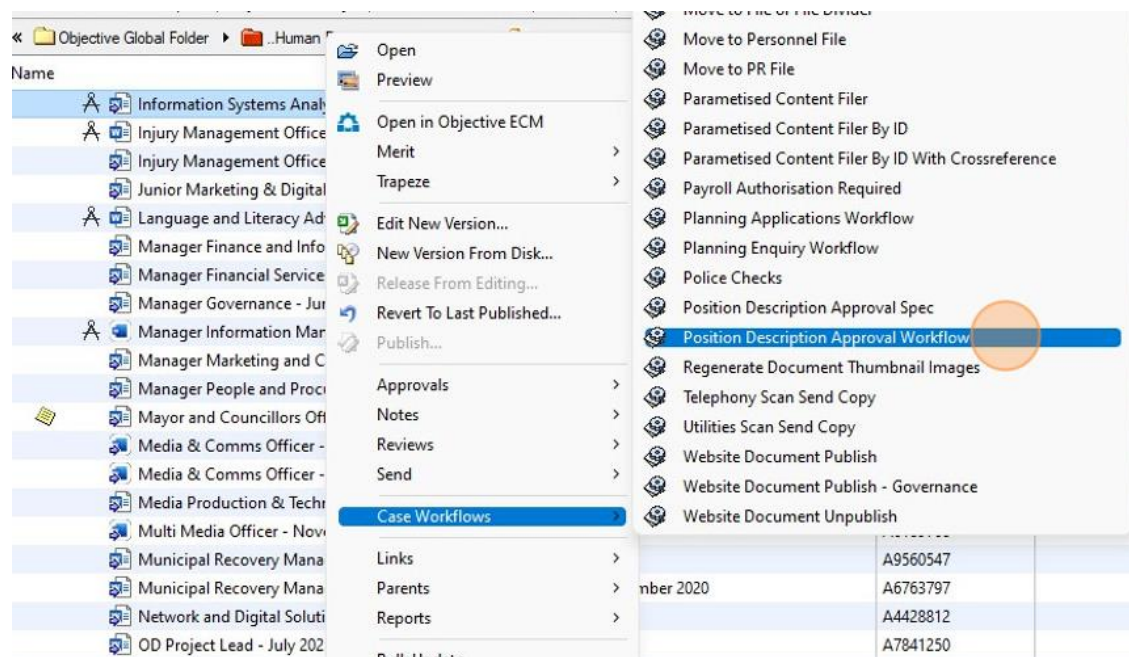
File Edit Commands View Handy Windows Help

Back Forward Up My H... Handy View Refresh Tasks Add D... New ... Edit Release Publish Prope... Catalo...

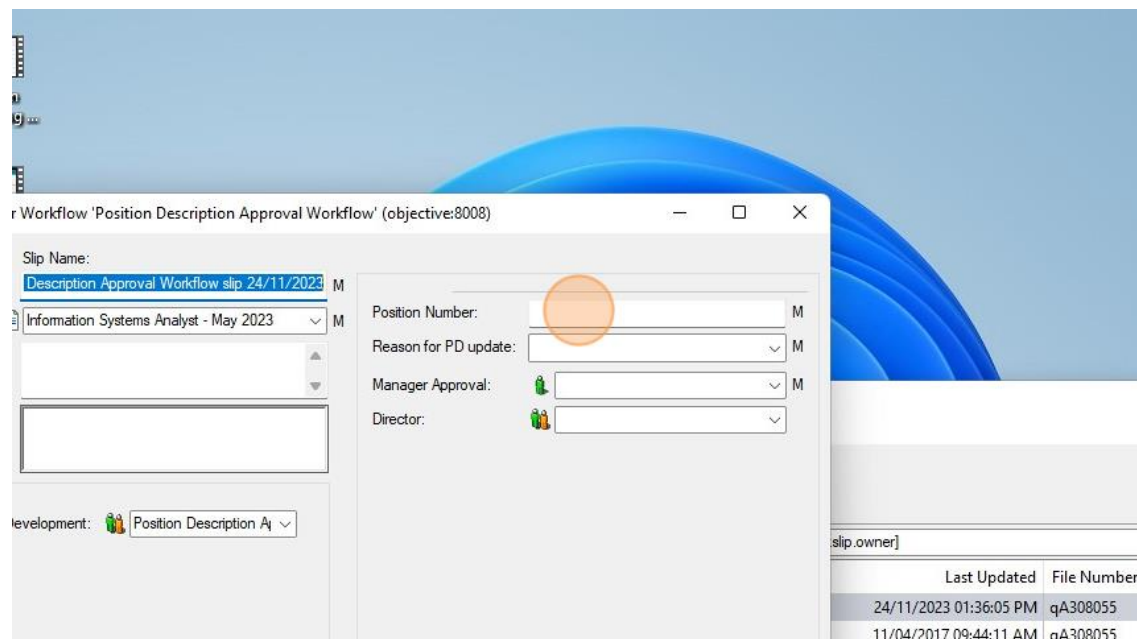
« Objective Global Folder » ..Human Resource Management » Position Description Development » Position Descriptions (draft) » Corporate Services

Name	Id
 Information Systems Analyst - May 2023	A4537556
 Injury Management Officer - April 2017	A4298987
 Injury Management Officer - May 2017	A4349753
 Junior Marketing & Digital Media Assistant - September 2021	A8063990
 Language and Literacy Advisor - December 2019	A6236292
 Manager Finance and Information Technology - January 2021	A7234005
 Manager Financial Services - July 2021	A7855476
 Manager Governance - June 2023	A9792427
 Manager Information Management Services - January 2016	A3637763
 Manager Marketing and Communications - June 2020	A6615619
 Manager People and Procurement Services - July 2021	A7239545
 Mayor and Councillors Office Coordinator - August 2023	A9823108
 Media & Comms Officer - December 2020	A7147077
 Media & Comms Officer - October 2014	A2609565
 Media Production & Technology Coordinator - May 2021	A5566140

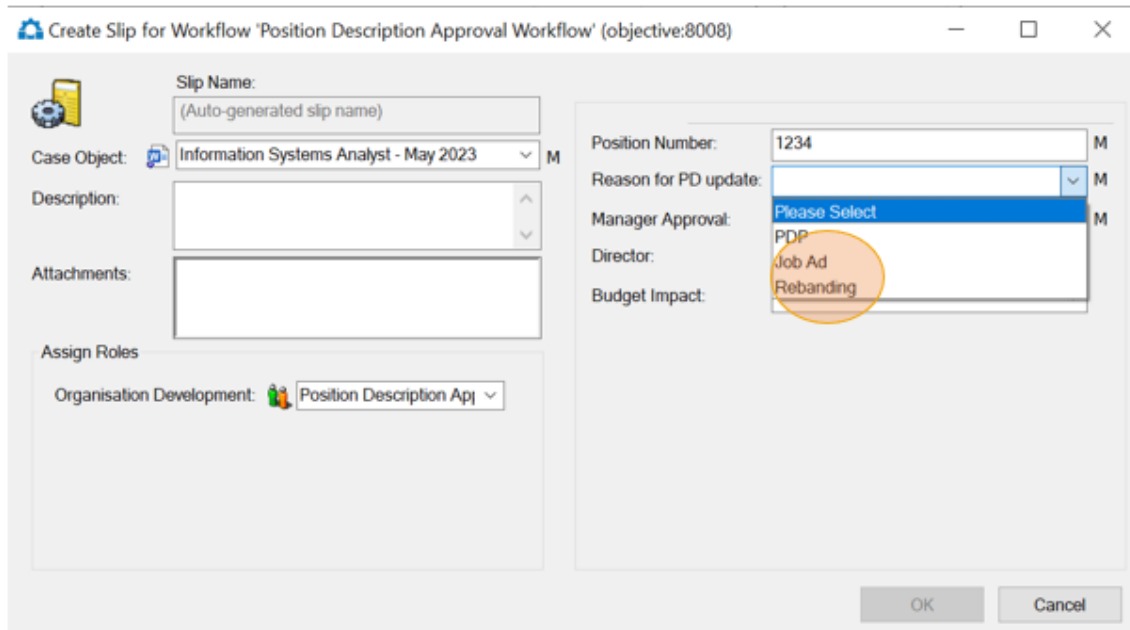
5. Click "Position Description Approval Workflow".



6. Enter the Position Number. Position numbers can be found on the Organisational Chart on the Source. (if the PD is for the recruitment of a new role enter 1234).



7. Select the Reason for the position description update (note this is a drop-down menu)



Create Slip for Workflow 'Position Description Approval Workflow' (objective:8008)

Slip Name: (Auto-generated slip name)

Case Object: Information Systems Analyst - May 2023 M

Description:

Attachments:

Assign Roles

Organisation Development: Position Description Apj

Position Number: 1234 M

Reason for PD update: Please Select M

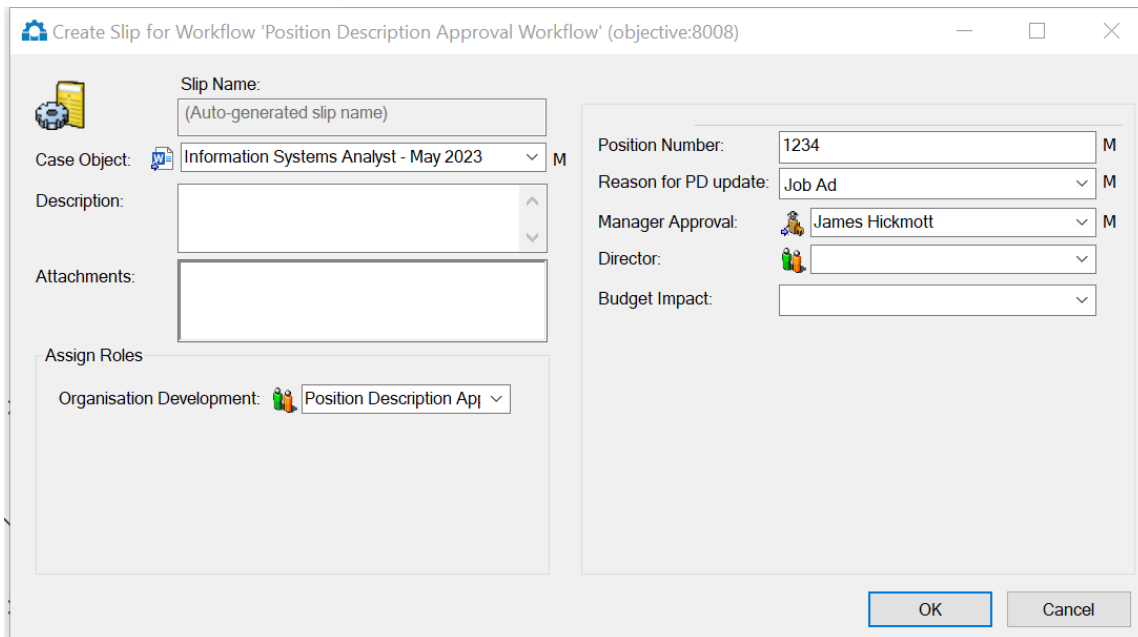
Manager Approval: PDP M

Director:

Budget Impact: Rebanding

OK Cancel

8. Enter the Managers name for approval (note this is a drop-down menu)



Create Slip for Workflow 'Position Description Approval Workflow' (objective:8008)

Slip Name: (Auto-generated slip name)

Case Object: Information Systems Analyst - May 2023 M

Description:

Attachments:

Assign Roles

Organisation Development: Position Description Apj

Position Number: 1234 M

Reason for PD update: Job Ad M

Manager Approval: James Hickmott M

Director:

Budget Impact:

OK Cancel

9. **OPTIONAL:** Select the Director for approval, **ONLY WHERE RELEVANT**. Remember various stakeholders are involved in the approval process of a Position Description (PD), and their involvement depends on the specific purpose for which the PD is required. Please ensure you review the [Source](#) for information on who needs to approve your position description **BEFORE** proceeding with this step.

If Director/CEO approval is required, the CEO's Executive Assistant and Director's Executive Support Officer will be automatically linked to this drop down and will receive an email notification.

Create Slip for Workflow 'Position Description Approval Workflow' (objective:8008)

Slip Name: (Auto-generated slip name)

Case Object: Information Systems Analyst - May 2023 M

Description:

Attachments:

Assign Roles

Organisation Development: Position Description Apj

Position Number: 1234 M

Reason for PD update: Job Ad M

Manager Approval: James Hickmott M

Director:

- CEO Executive
- City Futures Executive
- Community Strengthening Executive
- Corporate Development Executive

Budget Impact:

OK Cancel

10. Click "OK".

Create Slip for Workflow 'Position Description Approval Workflow' (objective:8008)

Slip Name: (Auto-generated slip name)

Case Object: Information Systems Analyst - May 2023 M

Description:

Attachments:

Assign Roles

Organisation Development: Position Description Apj

Position Number: 1234 M

Reason for PD update: Job Ad M

Manager Approval: James Hickmott M

Director:

Budget Impact:

OK Cancel

11. Congratulations, the PD approval process has now commenced!

What happens next?



12. The manager will receive an Approval email from Objective Administrator. You can approve or reject. Please use notes to advise of any changes.

13. OD will receive an Approval email from Objective Administrator. You can approve or reject. Please use notes to advise of any changes.

14. The initiator will receive an Approval email from Objective Administrator. You can approve or reject. Please use notes to advise of any changes.

15. The manager will receive a Final Approval email from Objective Administrator. You can approve, reject, or Finalise Edits.

Note - Finalise Edits should be clicked if the PD needs to be 'cleaned up'. This will send it back to the initiator to complete.

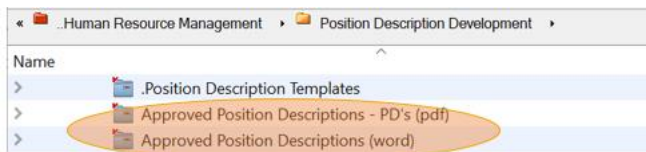
16. The manager will receive another email from Objective Administrator to either approve or reject the Finalise PD edits. (Process will move to step 18 if Director is not involved).

17. If Director has been nominated, they will receive a Final Approval email from Objective Administrator to either approve or reject.

18. If the workflow was for a **Job Ad** – OrgDevAdmin will receive an email to notify PD is approved for recruitment.

If the workflow was for **PDP** – the initiator will receive an email to notify PD is approved.

19. Workflow is finished. The PDs will automatically be moved to Approved Position Descriptions – (Pdf) & (Word) under their respective Directorate.



Another way to check on the status of the PD workflow in Objective is via tasks.



Click on Show tasks.



Click on the task to open status details.

Task Criteria						
Task Type: all tasks Task Status: ☒ Available ☐ Locked ☐ Overdue ☐ Suspended ☐ Completed within the last: 7 days Show Tasks Hide Criteria						
Name	Id	Last Updated	Object Requested	Required By	Required For	C
OD PD Approval	wA2388969	21/11/2023 09:17:52 PM	Position Description Approval Workflow slip 21/11/2023			
OD PD Approval	wA2480113	02/02/2024 09:12:40 AM	Position Description Approval Workflow slip 01/02/2024			
OD PD Approval	wA2549037	14/03/2024 02:56:12 PM	Arts Programs and Promotion Officer - February 2024- 28/02/2024			
OD Claim PD Approval	wA2554847	19/03/2024 04:27:34 PM	Library Partnership and Engagement Coordinator - PD - March 202...			

Note

- If you reject the workflow at any point the workflow starts again.
- You may be the initiator and the manager so expect more emails if this is the case.