

People and Culture Delegations Schedule (Council approved - 15 April 2024)

People and Culture Delegations Schedule Requirements:

For Tier Levels 4, 5, 6 and 7, there is no automatic delegated people and culture authority and it is restricted to line managers and their area of responsibility.

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
PC01	Recruitment	Vice-Chancellor	1	Approve recruitment and appointment for a permanent or fixed term position	Outside of budget	Sub-delegation permitted to Executive Director - Planning, Finance and Digital Services and Director of Finance
PC02	Recruitment	Senior Leadership Team Member	2	Approve recruitment for a permanent or fixed term position	Within budget	Sub-delegation down one tier permitted
PC03	Recruitment	Director of People and Culture	3	Decide not to notify a vacancy because it is not 'practicable'	Exclusion under section 604 of the Education and Training Act 2020. Must consult with Legal Services	Sub-delegation permitted to Business Partner Manager
PC04	Recruitment	Senior Leadership Team Member	2	Require an applicant for appointment to undergo a medical examination	Must consult with Recruitment Partner	Executive Director People, Culture and Campus permitted to sub-delegate to Director of People and Culture. No sub-delegation permitted for other SLT Members, unless authorised in writing by Vice-Chancellor.
PC05	Recruitment	Level 4 Staff	4	Permit secondment of a staff member within the University	In consultation with line manager and People and Culture Business Partner. If secondment is for 12 months or more, must obtain approval from relevant SLT member	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC06	Recruitment	Level 3 Staff	3	Permit secondment of a non-University staff member into the University and/or permit secondment of a University staff member into another organisation	In consultation with line manager and People and Culture Business Partner. If secondment is for 12 months or more, must obtain approval from relevant SLT member	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC07.1	Appointment	Level 3 Staff	3	Approve appointment of applicant to a permanent academic position	Must be within personnel budget. Relevant SLT member must have first approved recruitment. If appointment at Associate Professor or Professor level, must obtain prior approval from Deputy Vice-Chancellor Research and Deputy Vice-Chancellor Academic	Sub-delegation down one tier permitted
PC07.2	Appointment	Level 3 Staff	3	Approve appointment of applicant to a permanent general staff position	Must be within personnel budget. Relevant SLT member must have first approved recruitment.	Sub-delegation down one tier permitted
PC07.3	Appointment	Level 3 Staff	3	Approve appointment of applicant to permanent Senior IEA position	Must be within personnel budget. Relevant SLT member must have first approved recruitment	Sub-delegation down one tier permitted
PC07.4	Appointment	Level 4 Staff	4	Approve appointment of applicant to fixed term position (academic or general staff)	Must be within personnel budget. Must consult with line manager who is Tier Level 3 or above. If fixed term position is more than 12 months, the relevant SLT member must have first approved recruitment. Note other Delegated Authority requirements for any extension of fixed term	Sub-delegation down one tier permitted
PC08	Appointment	Deputy Vice-Chancellor (Research)	2	Approve adjunct appointment and adjunct title for Senior Fellow and Fellow levels	In accordance with Adjuncts Appointments Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC10	Appointment	Vice-Chancellor	1	Approve appointment of applicant where conflict of interest exists	In accordance with Conflict of Interest Policy	Sub-delegation down one tier permitted
PC11	Appointment	Senior Leadership Team Member	2	Approve appointment of applicant where special provisions need to be made (for example, special equipment to accommodate applicant, applicant has previous conviction, etc)	Must consult with People and Culture Business Partner	Sub-delegation down one tier permitted
PC12	Appointment	Senior Leadership Team Member	2	Refuse an appointment because unable to reasonably accommodate a disability	Must consult with Legal Services	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC13	Appointment	Level 3 Staff	3	Approve appointment to vacancy under preferential conditions (for former staff member who resigned due to childcare)	For General Staff only. Must meet re-entry requirements in applicable employment agreement	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC14	Appointment	Deputy Vice-Chancellor (Academic)	2	Appoint visiting scholars (e.g. Erskine and others)		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC15	Appointment	Vice-Chancellor	1	Approve recruitment and appointment expenses (excluding relocation expenses)	Outside of budget	No sub-delegation permitted, unless authorised in writing by Council
PC16	Appointment	Senior Leadership Team Member	2	Approve recruitment and appointment expenses (excluding relocation expenses)	Within budget	Sub-delegation down one tier permitted
PC17	Appointment	Executive Director People, Culture and Campus	2	Approve credit of previous service-related leave entitlement	In consultation with Finance. In accordance with relevant employment agreement	Sub-delegation down one tier permitted

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PC18	Appointment	Senior Leadership Team Member	2	Approve extension of duration of fixed term	Must consult with People and Culture Business Partner	Sub-delegation down one tier permitted
PC19	Appointment	Level 5 Staff	5	Recruit for and/or appoint a casual staff member	Must consult with your line manager. Must have no guaranteed hours of work, no regular pattern of work, and no ongoing expectation of employment. Consult with People and Culture Business Partner if needed	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC20	Appointment	Line Managers	1 to 5	Appoint (and remove) a staff member to an acting role	Must be line manager of the acting role	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC22	Appointment	Executive Director People, Culture and Campus	2	Approve variation to standard employment terms and conditions, e.g. to offer letter templates, IEA documents, etc	Ordinarily, changes must not be made to the standard terms and conditions contained in employment agreements and offer letters. Must consult with Legal Services and People and Culture Business Partner	Sub-delegation to Director of People and Culture permitted
PC23	Appointment	Director People and Culture	3	Nullify an appointment where false information has been given by applicant	Must consult with applicant or staff member's hiring manager, People and Culture Business Partner and Legal Services	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC24	Remuneration, benefits and leave	Level 5 Staff	5	Approve timesheets		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC24.1	Remuneration, benefits and leave	Level 5 Staff	5	Approve paid overtime	In accordance with overtime entitlement in employment agreement	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC25	Remuneration, benefits and leave	Senior Leadership Team Member	2	Approve out of round salary reviews (including salary increase after out of round review)	Must consult with People and Culture. Must consult with Finance if budget implications	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC26	Remuneration, benefits and leave	Level 4 Staff	4	Role re-evaluations for existing staff	In consultation with People and Culture Business Partner and one tier up line manager	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC27	Remuneration, benefits and leave	Vice-Chancellor	1	Approve Senior IEA remuneration review	Must consult with People and Culture Business Partner	Sub-delegation one tier down permitted
PC28	Remuneration, benefits and leave	Vice-Chancellor	1	Approve annual salary reviews and promotions for Academic Staff and General Staff	Must consult with People and Culture Business Partner	Sub-delegation one tier down permitted
PC29	Remuneration, benefits and leave	Level 5 Staff	5	Approve request for annual leave (accrued and entitlement)		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC30	Remuneration, benefits and leave	Level 5 Staff	5	Approve request for annual leave in anticipation of entitlement (negative balance)	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC31	Remuneration, benefits and leave	Level 5 Staff	5	Decline request for annual leave	Consult with People and Culture Business Partner as needed	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC32	Remuneration, benefits and leave	Level 3 Staff	3	Direct staff member to take annual leave at a certain time	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor

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PC33	Remuneration, benefits and leave	Level 5 Staff	5	Approve adjustment to annual leave or long service leave when sickness or bereavement occurs		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC34	Remuneration, benefits and leave	Level 5 Staff	5	Approve sick leave		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC35	Remuneration, benefits and leave	Level 5 Staff	5	Request a medical certificate during sick leave absence or where there are health, safety or wellbeing concerns	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC36	Remuneration, benefits and leave	Level 5 Staff	5	Direct staff member to take sick leave	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC37	Remuneration, benefits and leave	Senior Leadership Team Member	2	Require any staff member to undergo a medical examination at the expense of the Faculty or Service Unit, by a registered medical practitioner nominated by the University (where there are health, safety or wellbeing concerns)	Must consult with People and Culture Business Partner and Legal Services	Sub-delegation down one tier permitted
PC38	Remuneration, benefits and leave	Director of People and Culture	3	Approve leave on reduced pay or without pay on medical grounds	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC39	Remuneration, benefits and leave	Level 3 Staff	3	Approve request for leave without pay (not related to medical grounds)	10 days or more. Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC39.1	Remuneration, benefits and leave	Level 5 Staff	5	Approve request for leave without pay (not related to medical grounds)	10 days or less.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC40	Remuneration, benefits and leave	Level 5 Staff	5	Approve request for parental leave		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC41	Remuneration, benefits and leave	Level 5 Staff	5	Approve up to 10 days of special leave without pay for reasons connected with the staff member's pregnancy (e.g. appointments)		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC42	Remuneration, benefits and leave	Level 5 Staff	5	Approve up to 14 continuous days of special leave without pay in relation to the staff member's partner's pregnancy/adoption		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC43	Remuneration, benefits and leave	Level 4 Staff	4	Approve early return from parental leave	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC44	Remuneration, benefits and leave	Senior Leadership Team Member	2	Authorise replacement of a staff member on parental leave with a permanent appointment when the position is key	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC45	Remuneration, benefits and leave	Level 3 Staff	3	Direct a staff member to commence parental leave when unable to undertake the job safely	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC47	Remuneration, benefits and leave	Vice-Chancellor	1	Approve study leave and/or costs of tuition	Outside of-the Staff Tertiary Study Assistance Policy and outside of budget. On request of staff member's line manager	No sub-delegation permitted, unless authorised in writing by Council
PC47.1	Remuneration, benefits and leave	Executive Director People, Culture and Campus	2	Approve study leave and/or costs of tuition	Outside of Staff Tertiary Study Assistance Policy and within budget. On request of staff member's line manager	No sub-delegation permitted unless authorised in writing by Vice-Chancellor
PC48	Remuneration, benefits and leave	Senior Leadership Team Member	2	Approve study leave and/or costs of tuition (including Doctoral or Masters)	In accordance with the Staff Tertiary Study Assistance Policy and within budget	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor

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PC49	Remuneration, benefits and leave	Level 5 Staff	5	Approve study leave and/or costs of tuition (excluding Doctoral or Masters)	In accordance with the Staff Tertiary Study Assistance Policy and within budget	Sub-delegation down one tier permitted
PC50	Remuneration, benefits and leave	Level 4 Staff	4	Approve reimbursement to staff member of an agreed level of course tuition and examination fees (on the production of result-slips and receipts) on successful completion of an agreed portion of the course	With prior agreement	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC51	Remuneration, benefits and leave	Senior Leadership Team Member	2	Approve research leave and/or exchange leave and/or sabbatical	In accordance with Academic Staff Collective Employment Agreement	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC52	Remuneration, benefits and leave	Level 3 Staff	3	Approve conference leave and/or special/discretionary leave		Sub-delegation down one tier permitted
PC53	Remuneration, benefits and leave	Level 3 Staff	3	Approve taking bereavement/tangihanga leave, jury service, long service leave or Maori Land Court/Waitangi Tribunal leave (all with or without pay) for 5 days or more	Must consult with People and Culture Business Partner	Sub-delegation down one tier permitted
PC54	Remuneration, benefits and leave	Level 5 Staff	5	Approve taking bereavement/tangihanga leave, jury service, long service leave or Maori Land Court/Waitangi Tribunal leave (all with or without pay) for 5 days or less		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC55	Remuneration, benefits and leave	Level 4 Staff	4	Approve payment to staff member for Tikanga Maori and/or te reo Maori skills (above and beyond staff member's normal employment duties)	In accordance with employment agreement. Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC56	Remuneration, benefits and leave	Level 4 Staff	4	Approve a higher or special duties allowance	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC57	Remuneration, benefits and leave	Level 4 Staff	4	Sign off on payment of fees for professional memberships	Within budget and in accordance with Sensitive Expenditure Policy and Professional Memberships Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC58	Remuneration, benefits and leave	Level 4 Staff	4	Approve payments and/or reimburse expenses to staff	Consult with People and Culture Business Partner as needed	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC59	Remuneration, benefits and leave	Senior Leadership Team Member	2	Approve a recruitment or retention allowance for Academic or General Staff	Must consult with People and Culture Business Partner	Sub-delegation down one tier permitted
PC60	Remuneration, benefits and leave	Level 4 Staff	4	Approve a non-superable additional payment to an approved salary (e.g. one off bonus or lump sum payment)	Must consult with your line manager and People and Culture Business Partner	No sub-delegation permitted, unless authorised by Vice-Chancellor
PC61	Remuneration, benefits and leave	Senior Leadership Team Member	2	Approve working during Christmas Closedown period		No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC63	Remuneration, benefits and leave	Level 3 Staff	3	Approve staff working over 1.0 FTE	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC64	Remuneration, benefits and leave	People and Culture Business Partner	5	Approve reasonable cost of corrective lenses (and any exceptions)	Conditions are in accordance with the staff member's employment agreement	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC65	Employment Relations	Vice-Chancellor	1	Issue an instruction that shall be observed by all University staff members		Sub-delegation down one tier permitted
PC66	Employment Relations	Level 5 Staff	5	Initiate and manage formal performance improvement plan	The Manager of the person concerned is responsible for all actions in this delegation. Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor

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PC67	Employment Relations	Level 5 Staff	5	Initiate and manage formal disciplinary process	The Manager of the person concerned is responsible for all actions in this delegation. Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC68	Employment Relations	Level 5 Staff	5	Issue a formal warning (verbal or written)	The Manager of the person concerned is responsible for all actions in this delegation. Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC69	Employment Relations	Level 5 Staff	5	Issue a final written warning	The Manager of the person concerned is responsible for all actions in this delegation. Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC70	Employment Relations	Senior Leadership Team Member	2	Suspend staff member on pay	Must consult with People and Culture Business Partner and Legal Services	Sub-delegation down one tier permitted
PC71	Employment Relations	Level 4	4	Respond to a Personal Grievance claim	Must consult with People and Culture Business Partner, Legal Services and your Manager at least one tier level higher	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC72	Employment Relations	Senior Leadership Team Member	2	Accept a Personal Grievance claim after the 90 day time period of when the personal grievance arose	Must consult with People and Culture Business Partner and Legal Services	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC73	Employment Relations	Vice-Chancellor	1	Offer and agree a tax free payment (e.g. s123 payment) or non-taxable component under a negotiated or mediated settlement	Must consult with People and Culture, Legal Services to obtain written legal opinion and Finance about tax implications. Limit of \$250,000	No sub-delegation permitted, unless authorised in writing by Council
PC74	Employment Relations	Vice-Chancellor	1	Settle a negotiated or mediated grievance or settle a dispute (as defined by the Employment Relations Act) or a dispute with a term in Collective Employment Agreement or Individual Employment Agreement	Must consult with People and Culture and Legal Services to obtain written legal opinion if over \$25,000. Limit of \$250,000	No sub-delegation permitted, unless authorised in writing by Council
PC75	Employment Relations	Executive Director People, Culture and Campus	2	Settle a negotiated or mediated grievance or settle a dispute (as defined by the Employment Relations Act) or a dispute with a term in Collective Employment Agreement or Individual Employment Agreement	Must consult with People and Culture and Legal Services to obtain written legal opinion if over \$25,000. Limit of \$150,000	No sub-delegation permitted unless authorised in writing by Vice-Chancellor
PC76	Employment Relations	People and Culture Director	3	Settle a negotiated or mediated grievance or settle a dispute (as defined by the Employment Relations Act) or a dispute with a term in Collective Employment Agreement or Individual Employment Agreement	Must consult with People and Culture Business Partner. Must consult with Legal Services and obtain written legal opinion if over \$25,000. Limit of \$50,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC77	Recruitment	Level 3 Staff	3	Withdraw conditional offer of employment where pre-employment checks not satisfactory (e.g. criminal checks and/or reference checks)	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC78	Leaving	Level 4 Staff	4	Accept a period of notice which is less than the period of notice in the staff member's employment agreement	Must consult with People and Culture Business Partner	Sub-delegation down one tier permitted
PC79	Leaving	Level 4 Staff	4	Accept staff member's withdrawal of their resignation	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC80	Leaving	Level 3 4 Staff	4	Require a staff member who has not completed 3 years' service to refund the travel, relocation and establishment costs incurred by the University on their account	In accordance with Staff Relocation Policy. Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC81	Recruitment	Senior Leadership Team Member	2	Approve exception to Staff Relocation Policy	Must consult with People and Culture Employee Experience Manager	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC82	Leaving	Level 5 Staff	5	Approve retirement leave where entitlement exists	In accordance with Retire from UC Guideline	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC83	Leaving	Senior Leadership Team Member	2	Approve retirement of a staff member on medical grounds	Must consult with People and Culture Business Partner and Legal Services. In accordance with relevant employment agreement	Sub-delegation down one tier permitted
PC84	Leaving	Level 4 Staff	4	Approve action in event of the death of a staff member, e.g. payment of final pay, annual leave due, cash grant in lieu of retirement leave to surviving partner or dependant	Must consult with People and Culture Business Partner to ensure payments made to authorised recipient(s)	Sub-delegation down one tier permitted
PC85	Leaving	Vice-Chancellor	1	Terminate the employment of a staff member who is absent from work for a continuous period of more than three working days without notice	Must consult with People and Culture Business Partner and Legal Services	Sub-delegation down one tier permitted

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PC86	Leaving	Vice-Chancellor	1	Terminate employment with three months' notice when a period of extended parental leave expires and there is no position available for the staff member	Must consult with People and Culture Business Partner and Legal Services	Sub-delegation down one tier permitted
PC87	Employment Relations	Vice-Chancellor	1	Approve initiation and management a restructure/change proposal	Must consult with People and Culture Business Partner and Legal Services.	Sub-delegation to Senior Leadership Team Member permitted
PC88	Employment Relations	Line Managers	1 to 4	Manage and decision make in relation to restructure/change proposal within area of responsibility	Prior approval from Vice-Chancellor or Senior Leadership Team Member required	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC89	Leaving	People and Culture Director	3	Approve a voluntary redundancy payment	Must consult with People and Culture Business Partner and Legal Services	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC90	Employment Relations	Level 4 Staff	4	Redeploy a staff member, by agreement, at the same, higher or lower salary and to a permanent or fixed term position	Must consult with People and Culture Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC91	Employment Relations	Director of People and Culture	3	Approve reasonable costs associated with supporting a staff member in seeking new employment following redundancy	Must consult with People and Culture Business Partner and be within budget	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor
PC92	Employment Relations	Vice-Chancellor	1	Terminate a staff member's employment with or without notice	Must consult with People and Culture Business Partner and Legal Services	Sub-delegation permitted
PC93	Employment Relations	Vice-Chancellor	1	Negotiate a collective employment agreement under the Employment Relations Act 2000	Must consult with People and Culture and Legal Services	Sub-delegation permitted
PC94	Employment Relations	Vice-Chancellor	1	Ratify a collective employment agreement under the Employment Relations Act 2000	Must consult with People and Culture and Legal Services	Sub-delegation down one tier permitted
PC95	Remuneration, benefits and leave	Executive Director People, Culture and Campus	2	Make decisions in relation to over-payments to staff	Must consult with staff member's relevant line manager	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor