

Institutional salary policy
for
UiT The Arctic University of Norway



1. INTRODUCTION

The salary policy for UiT The Arctic University of Norway (UiT) has been prepared in collaboration between the employer and the civil service unions. The salary policy commits the parties and constitutes a common platform for how salary measures are to be used to achieve the university's goals.

The salary policy is intended to contribute to achieving a predictable and uniform practice at UiT. The employer must ensure that guidelines and criteria for salary determination are applied during both recruitment and the adjustment of employees' salaries.

UiT's salary policy is based on the salary policy of the State as embodied in Basic Collective Agreements and in other relevant agreements entered between the parties.

2. OVERALL OBJECTIVES AND PRINCIPLES FOR INSTITUTIONAL SALARY POLICY

The salary policy at UiT is designed to contribute to the university achieving its goals in all areas: education, research and development, dissemination, innovation, working environment and organisation. UiT should be an attractive employer with competitive terms, and work to achieve satisfactory salary conditions for all position categories. All employees at UiT should have an equal opportunity to have an assessment of whether there are grounds for a salary increase.

The salary level should reflect the responsibilities, duties and competence of the individual employees, and reward effort and results that contribute to the achievement of goals in all areas and at all units at UiT. Individual factors and contributions for the benefit of the community must both be taken into account. Salary levels should also reflect that UiT makes use of salary-based instruments to recruit and retain employees in competition with other employers. Efforts should be made to correct gender-related and other types of unreasonable salary differences between and within groups of positions, and to ensure that all employees receive a salary development over time.

Assessments of salary conditions are included in the managers' duty to evaluate and follow up their employees. The parties at UiT should cooperate actively on the development of employees' salary and working conditions, using the instruments specified in the agreement framework and UiT's salary and HR policy. Managers, employee representatives and employees at UiT are bound by agreements between the parties on salary policy instruments and the practicing of these.

The point of departure for UiT's salary policy is an overall consideration of salary determination and covers all income that UiT's employees receive owing to their employment. Salary determination takes place in connection with appointment and through salary negotiations. There must be transparency about the criteria for salary determination and salary adjustment, and about how employees can submit claims to managers and employee representatives for an adjustment of salary and/or a change of position. Assessments at the personal level are exempt from public disclosure and must be based on specified criteria.

UiT's salary policy shall be practised in a context of positive and constructive collaboration between parties of equal status.

In annual negotiations, in accordance with Section 2.5.1 of the Basic Collective Agreements, the parties may unilaterally or jointly agree on general priorities for the negotiations and/or how the instruments in Section 2.5.4 are to be used.

The salary policy applies to all employees, regardless of whether they are members of a civil service union or not. In salary negotiations, the individual employee submits his/her salary claim via the civil service unions and both parties consider that it is an advantage for the individual employee to be affiliated with a civil service union.

Confidentiality requirements

The employee representatives and university representatives at all levels must observe the non-disclosure of confidential information if they receive any confidential information during negotiations or preparations for negotiations. The non-disclosure of confidential information covers all personal assessments that occur during preliminary discussions and negotiations.

Equality

UiT's salary policy shall contribute to removing any gender-based salary differences at all levels.

Gender equality is an important goal for the university's HR policy. The criteria used in assessing individual salaries must be practiced in a way that promotes equality. In this context, importance must also be attached to levelling out salary differences between position codes that have equivalent qualifications, duties and responsibilities.

Refer to the Action plan for Equality, Diversity and Inclusion at UiT and the provisions of the Basic Collective Agreements.

3. PLACEMENT OF POSITIONS IN THE SALARY STRUCTURE

Before a position is announced, a specific analysis of the duties and responsibilities of the position shall be undertaken based on certain criteria (*criteria for assessment of positions*). The intention is to achieve the correct placement with respect to the type of position, designation of position, the position code and the salary level for the position.

3.1 Criteria for assessment of positions

- Conditions in the State salary plan and the institutional salary policy at UiT, cf. the position descriptions in Section 5 below that state the duties and qualification requirements for the various position codes
- Requirements concerning formal qualifications
- Requirements concerning prior learning and work experience and independence in relation to the position description
- Degree of management responsibility and authority (staff, financial and/or academic responsibility)
- Requirements concerning experience and results attained in previous positions
- Requirements concerning personal characteristics, including communication skills and contributing to improving the working environment

By looking at the various position descriptions presented in Section 5 below and the appendix to the institutional salary policy, this review of the criteria for assessment of positions can be used to undertake a placement of the position in the salary structure. The various position descriptions state the duties and qualification requirements for the various position codes.

3.2 Discussion about the placement of the position within the salary structure before advertising the position

Before announcing a vacant position, the employee representatives are to be notified of the salary to

be specified in the advertisement. The employee representatives may demand a discussion of the relevant salary placement. Discussions take place with the civil service union(s) that has/(have) raised the matter for a decision.

3.3 Salary determination in connection with appointment

The placement of new employees in the salary structure shall take place in accordance with the information in the advertisement text, qualifications and competence.

3.4 Salary assessments after the trial period has expired or 12 months after appointment

Up to 12 months after appointment, and in the event of a transition from temporary to permanent employment, the employer shall reassess the salary placement of the employee within the position's salary alternatives.

4. SALARY ADJUSTMENT – CRITERIA AND PROCEDURE

The framework and the main guidelines for the local negotiations are determined by the central parties in the settlement of the Basic Collective Agreements – the Ministry of Local Government and Regional Development and the union confederations. The local negotiations are conducted in accordance with the provisions of the current Basic Collective Agreements and UiT's institutional salary policy.

Salary determination is to be practiced in connection with appointments, local salary negotiations or promotions in academic positions based on competence. At UiT, the specified salary and/or position code may be amended on the basis of main principles stated in Section 2.5 'Local negotiations' of the Basic Collective Agreements: 2.5.1 'Annual negotiations' and 2.5.3 'Special grounds'.

The negotiations are conducted on the basis of claims put forward by the parties.

Claims from the individual employee are sent to the relevant civil service union.

Proposals for salary amendments from managers (local employers) at the units are presented to the university director or the person whom he/she authorizes. Administrative procedure is handled by the Administration's Team at the HR and Organisation Section.

Employees from the specialist group at the HR and Organisation Section are the case officers.

Employees are entitled to an annual meeting to discuss their salary, cf. the joint provisions of the Basic Collective Agreements. Employees are entitled to an annual meeting about competence, responsibility, salary and career development. These meetings are intended to contribute to achieving pay equality between the genders. When resuming work after parental leave, the employee is to be offered a meeting about competence, responsibility, salary and career development.

Parties

The employer is represented in the negotiations by the university director or the person whom he/she authorizes.

The civil service unions are, in accordance with the provisions of the Basic Collective Agreements and the Act relating to public service disputes, the member unions of the union confederations, or

branches of these and detached unions affiliated to the Basic Collective Agreements.

Instruments

Section 2.5.4 of the Basic Collective Agreements states the instruments the parties may utilise during the negotiations.

The parties base this work on assessments of the areas of work and responsibilities of the position, as well as individual assessments.

General principles for conducting the negotiations

The negotiations are to be based on the following principles:

- The employer and the employee representatives meet as equal partners.
- The parties meet with representatives who have the necessary authorisations and qualifications.
- All meetings and all information exchanged in connection with negotiations are strictly confidential.
During the meetings, the parties may agree exemptions from this, with the limitations arising from the legislation and agreements. However, the final minutes, signed by the parties, are public.

Basic data

The employer shall prepare salary statistics and analyses on an annual basis and as required.

Examples of this can be:

- At the individual or group level
- Position codes
- Position categories
- Units
- Gender
- Information about gross annual salary and salary grade, as well as salary supplements for specific functions
- Seniority
- Overview of the use of Section 2.5.5 (3) of the Basic Collective Agreements

Salary adjustments for managers at the next highest level

The university director can, by agreement with the employee representatives, determine salary adjustments for managers at the next highest level, i.e. faculty and department directors, deans and heads of administration of units under the university board, cf. Section 2.5.2 of the Basic Collective Agreements. If the parties are unable to reach an agreement the employer's final offer will apply. Salary adjustments not covered by the centrally stipulated settlement are subject to coverage in the institution's budget.

4.1 Annual negotiations (Section 2.5.1 of the Basic Collective Agreements)

4.1.1 Procedure

The local negotiations are financed using the funds allocated by the central parties. UiT may also

provide funding from its own budget. This is decided by the university board. The total amount available shall be distributed through the negotiations, based on the guidelines and conditions laid down for the respective year's negotiations.

Before the annual negotiations start, a preparatory meeting must be held between the parties to review the basis for negotiation, the scope of the amount to be distributed, and the conditions of the Basic Collective Agreements. Any local conditions and a schedule with deadlines for submission of claims, meeting schedules, etc. shall be agreed on at the same meeting.

Local negotiations are negotiations concerning salary supplements for groups and individual salary supplements and other instruments.

The person holding the position will be considered for an adjustment of salary and/or position based on a comprehensive assessment, which includes whether his/her position corresponds to the norm in relation to the duties and responsibilities assigned to the position and an assessment of how the employee performs these.

The employer is responsible for arranging an evaluation meeting after the negotiations are concluded.

4.1.2 Criteria for salary adjustments during the local negotiations

Part-time work, leave of absence to provide care, parental leave, etc. must not delay the salary development for the individual.

The criteria for salary adjustments during the annual negotiations for the various groups of employees are outlined in the points below.

4.1.3 Criteria for all employees

The following deals with the conditions on which the assessment shall be based:

Development of the organisation, such as:

- Activity that contributes to achieving UiT's strategies and goals
- Activity that contributes to increased interdisciplinary and inter-faculty collaboration at UiT
- Activity that contributes to development of the organisation/unity
- Efforts through appointments to boards internally at UiT, extensive committee work, reporting duties or appointments founded on the Basic Agreements for State Employees/the Working Environment Act, etc.

Improving efficiency and rationalisation:

- Initiative to improve efficiency and rationalise duties/processes

Reorganisation and change:

- Ability to and participation in reorganisation and change of duties/areas of work

Equality:

- Effort to promote equality

Working environment and HSE work:

- Contributes actively towards improving the working environment
- Ability to collaborate, communicate and solve problems

4.1.4. Criteria for all managers

Criteria for individual assessment of managers:

- Achievement of results related to the unit's activities
- Facilitation of communication, collaboration, creativity and a good working environment
- Development of the organisation and of employees
- Administrative competence as well as HR competence
- Administration of legislation and agreements and practicing of the bipartite partnership
- Follow-up of networks and collaborative relationships

Academic leadership can also be assessed on the basis of management of:

- Research activities
- Teaching activities
- Research dissemination
- Other academic activities and services

4.1.5. Specific criteria for academic employees

Importance must primarily be attached to the scientific, educational, artistic and academic results achieved. Moreover, importance shall also be attached to work to further develop the departments, innovation and dissemination, as well as collaboration within one's own academic environment and interdisciplinary collaboration.

The following deals with the conditions on which the assessment shall be based:

- Research results, publications and results from artistic activity
- Teaching efforts, contributions to educational quality and good programmes of study and learning environments
- Dissemination, profiling and visibility of research-based knowledge and innovation
- Establishing and developing recognised academic environments
- Efforts to increase the academic environment's external research funding
- Strengthening of the organised research training and taking care of employees in recruitment positions
- Development of collaborative relationships internally and externally, including interdisciplinary collaboration and network building
- Supervision of students
- Committee work

4.1.6 Specific criteria for technical and administrative employees

Technical/administrative positions:

- Performance of work, implementation of duties, results, efforts, independence, quality, efficiency and responsibility
- Interaction
- Development of the position's content and the quality of services, including new duties and responsibilities
- Initiative, independence and flexibility in the work

- Relevant development and upgrading of skills/competence
- Work experience

4.1.7 Specific criteria for the Union Officials:

UiT wishes to provide good and predictable framework conditions to enable the person concerned to be able to perform his/her duties as the Trade Union Official.

Section 7 'Trade Union Official Duties' of the Basic Agreement states:

The organisations' employee representatives carry out their official duties as a necessary part of the democratisation of the working environment within state institutions. The official duties of the employee representatives shall be given equal status to normal service. Such duties build competence, and importance shall be attached to this in assessments connected with the employee's further service and career.

The University Director considers that the role of Union Official for the civil service unions involves major responsibility and demands comprehensive knowledge of public administration and personal commitment. Importance will be attached to this during the university director's assessment of the salary determination and salary development for the Union Official.

The Union Official's salary determination and salary development:

- On appointment to the role of Union Official, special negotiations shall take place in accordance with Section 2.5.3 of the Basic Collective Agreements to stipulate the placement of the position in the salary structure.
- During the term of office, salary adjustments shall be made in accordance with the principles in Section 2.5.1 'Local negotiations' of the Basic Collective Agreements. The university director undertakes assessments on behalf of the employer in accordance with the principles of the Institutional salary policy at UiT.
- When the person concerned shall return to his/her ordinary position, special negotiations shall take place in accordance with Section 2.5.3 of the Basic Collective Agreements.
- When an enfranchised union official ends his/her term of office and returns to his/her ordinary position, the stipulations of Section 41 of the Basic Agreement apply.

A Union Official in a technical and administrative position shall be given the opportunity to undertake continuing education as may be agreed on.

A Union Official in an academic position with at least 80 % enfranchisement is entitled to continuing education/R&D sabbatical equivalent to 1.5 months per calendar year.

4.2 Negotiations on special grounds (Section 2.5.3 of the Basic Collective Agreements)

General provisions

The employer and the civil service unions wish to make active use of the various possibilities for special negotiations as described in Section 2.5.3 of the Basic Collective Agreements. The parties may at any time submit claims to be considered. The parties agree to gather up all claims and consider them at negotiation meetings three times a year. Urgent matters in accordance with Section 2.5.3 (2) may be considered between these meetings.

These negotiation matters are considered at information, discussion and negotiation meetings with

the unions. Urgent matters may be considered between these meetings.

Claims under Section 2.5.3, 1a) of the Basic Collective Agreements

The point of departure for negotiations on special grounds is whether there have been significant changes in the conditions that formed the basis for determination of the salary and position code for the position/employee. This includes considering any changes that have occurred gradually over time.

Claims to start negotiations in accordance with this section must include the following information:

- Name of person holding the position
- Position
- Place of work
- Current placement in the salary structure (salary plan, code and salary grade with alternative specification for those in the salary framework)
- Proposal of new placement in the salary structure (salary plan, code and salary grade with alternative specification for those in the salary framework)
- Original duties (with the announcement text or description of duties back to the last change, if applicable, as an attachment)
- Description of the current responsibilities and duties for the position
Detailed description of the conditions that has led to the change of duties and responsibilities
- Reasoning for the claim

To succeed with a claim under Section 2.5.3, 1 a) of the Basic Collective Agreements, the criterion is that there have been significant changes in the conditions that formed the basis for determination of the salary and position code for the person who holds the position. This means one must assess the difference between the employee's duties and responsibilities at the time of the claim and at a previous time. The point of departure for the assessment is the time the employee fully met the requirements stipulated for normal performance of the position concerned. Consequently, one must disregard the period during which the employee received training in the position.

The parties do not have a common understanding of what in practice qualifies for promotion on special grounds.

The civil service unions do not want to have a stricter interpretation than what is stated in the Basic Collective Agreements.

The employer uses the following as a basis:

- The fundamental character of the position must have changed.
- The new duties must be at a different and higher level than previously.

Claims under Section 2.5.3, 1b) of the Basic Collective Agreements

Negotiations may be initiated in cases in which efficiency measures have been implemented without a productivity agreement, but which have resulted in gains that satisfy the stipulated requirements for entering into such an agreement.

Claims under Section 2.5.3, 1c) of the Basic Collective Agreements

Negotiations may be initiated in cases of reorganisation/organisational changes whereby two or more institutions/enterprises or operational units have merged hereby leading to unfounded salary

differences. Negotiations are conditional on coverage in UiT's budget.

Agreement to grant a time-limited or permanent salary adjustment – Section 2.5.3, 2 of the Basic Collective Agreements

By agreement with the employee representatives, a time-limited or permanent salary adjustment may be granted in cases of special difficulties in recruiting or retaining specially qualified staff arise, or for employees who have made an extraordinary effort. If the parties fail to reach agreement, the dispute may not be appealed. The employer's final offer will then apply.

When permanent staff who have had a temporary appointment to another internal position for a period exceeding 10 months return to their ordinary position, special negotiations shall take place in accordance with Section 2.5.3 of the Basic Collective Agreements.

Claims under Section 2.5.3, 3 of the Basic Collective Agreements

When there is no explanation other than gender for documented salary differences, the employer must correct the salary differences in consultation with the employee representatives pursuant to Section 5 of the Gender Equality Act.

5. THE POSITION STRUCTURE AT UiT

The comprehensive list of codes that may be used for appointments in the State is described in the salary plan booklet (*Lønnsplanheftet*), which is an appendix to the Basic Collective Agreements. This booklet also provides detailed information about the potential salary alternatives for each position code.

A selection of position codes normally used at UiT are described below.

Each position code is discussed in further detail including a description of duties and qualification requirements (theoretical and practical) for the relevant position code.

Appendix to “Institutional salary policy for UiT The Arctic University of Norway”

Position codes with the duties of the position and qualification requirements

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TECHNICAL and ADMINISTRATIVE POSITIONS

Salary plan 90.103 Executive Officer

Code 1063 Junior Executive Officer*

Duties:

According to the salary plan, the position of Junior Executive Officer is an executive officer position. In practice, it is a combination of a clerical and executive officer position. In addition to secretarial/office work, the Junior Executive Officer shall perform basic administrative procedures, e.g. independent formulation of letters/cases, secretarial duties for department councils/projects, etc., preparatory and follow-up work in connection with meetings, more qualified accounting work and basic budget work.

Qualification requirements:

Education at upper secondary school level, preferably Economics and Administration subjects/craft certificate in Office and Administrative Skills, is normally required. Extensive and relevant practice, combined with courses and continuing and further education, may compensate for lacking education requirements. Work experience from relevant areas of work should also be required.

**Use of code 1063 should be limited.*

Code 1065 Executive Officer

Duties:

This is an administrative position involving administrative and coordination duties, while some simpler reporting duties may be added. The positions in this code may be related to finance/budget, HR management or academic administration, etc.

Qualification requirements:

The normal requirement is 1-2 years' education in addition to upper secondary school level, or education of relevance to the duties and responsibilities. Extensive and relevant practice, combined with courses and continuing and further education, may compensate for lacking education requirements. Experience from relevant disciplines may also be required.

Code 1408 Higher Executive Officer

This position code has a broad salary range and the level of duties and responsibilities related to the various roles within this position category can vary considerably. The salary range for the position

shall be stipulated on the basis of a specific assessment of the relevant level of duties and responsibilities, qualification requirements and recruitment/professional considerations (if relevant).

Duties:

The position of higher executive office often covers specialist areas and administrative procedures that require independence to perform and follow up. Reporting duties may also be assigned to this position. Specialist knowledge may be required if the duties and responsibilities assigned to the position require this.

Qualification requirements:

Higher education corresponding to bachelor's degree level or higher or specialist education relevant to the duties the position shall cover. Extensive and relevant practice, combined with courses and continuing and further education, may compensate for lacking education requirements. Experience from relevant disciplines may also be required.

Code 1363 Senior Executive Officer

The position of Senior Executive Officer represents a career path for especially highly qualified executive officers. If the majority of duties are related to administrative procedures, the senior executive officer code should be used in preference to, for instance, advisor. This is designed to achieve consequent use of the executive officer or adviser codes, respectively.

Duties:

The position of Senior Executive Officer shall perform administrative work but may also be assigned reporting duties at a high level. This position requires a high degree of independence in the preparation of cases and the follow-up and implementation of decisions. This position may be assigned duties and responsibilities requiring specialist qualifications.

Qualification requirements:

University or university college education corresponding to bachelor's degree level as a minimum is normally required. Moreover, extensive and relevant experience and competence relevant to functions of the position is also required.

Salary plan 90.201 Clerical positions

Code 1070 Secretary

Duties:

Qualified and independent office work, e.g. secretarial duties, examination-related work of a non-academic nature and all-round reception duties.

Qualification requirements:

Upper secondary school level, preferably Economics and Administration subjects/craft certificate in Office and Administrative Skills is normally required. Relevant work experience, combined with relevant courses, may compensate for lacking education requirements.

Salary plan 90.205 Librarian

Code 1073 Library Assistant*

**Code 1073 Library Assistant is not normally used for new appointments. Salary plan 90.201*

Clerical positions or code 1410 Librarian are used for new appointments.

Code 1410 Librarian

Duties:

Position involving duties in the discipline of librarianship.

Qualification requirements:

Relevant library education, corresponding to bachelor's degree level as a minimum, is required.

Code 1515 Senior Librarian

Duties:

Position involving duties in the discipline of librarianship assigned specialist responsibility or specialist duties at a higher level.

Qualification requirements:

Relevant library education corresponding to bachelor's degree level as a minimum, as well as relevant work experience is required.

Code 1077 Head Librarian

Duties:

This code is used for positions with management responsibility for a department/unit or larger discipline. It may also be used for employees who perform specialist duties requiring a high level of librarianship expertise.

Qualification requirements:

Relevant library education corresponding to bachelor's degree level as a minimum, as well as work experience as a librarian, is required.

Salary plan 17.520 Research Librarian

Code 1199 Research Librarian

Code 1200 Senior Research Librarian

Code 1199 Research Librarian

Duties:

Library-related supervision, teaching and user support activities.
Academic development duties in accordance with the University Library's overall priorities.
Purchasing, organisation and adaptation of literature, databases and other information resources.
Operational duties, including administrative and reporting duties, as well as supervision and teaching.

Qualification requirements:

Higher education corresponding to master's degree level as a minimum is required.

Code 1200 Senior Research Librarian

Duties:

Library-related supervision, teaching and user support activities.
Academic development duties in accordance with the University Library's overall priorities.

Purchasing, organisation and adaptation of literature, databases and other information resources. Operational duties, including administrative and reporting duties, as well as supervision and teaching.

Qualification requirements:

Applicants for positions as Senior Research Librarian must hold a doctoral degree/*førsteamanuensis* (Associate Professor) competence or be able to document competence achieved in accordance with the Regulations for promotion to a post as Senior Research Librarian. Other applications can request assessment for appointment as Senior Research Librarian in accordance with these regulations. Such assessment shall be based on:

- scientific work related to library sciences
- management of and participation in research projects related to library sciences or other topics
- development of documentation and information systems of a high academic level
- academic adaptation and presentation of special collections, including editions related to literary criticism
- documented exhibitions
- compilation of teaching materials, compendia and audio-visual aids
- teaching work, including bibliographic teaching

Salary plan 90.207 General Services Officer

Code 1078 General Services Officer*

Duties:

The position involves performing duties related to the operation of buildings, reception services, postal services and simpler caretaker duties.

Qualification requirements:

Practical and/or theoretical skills within relevant disciplines are desirable.

**Use of code 1078 should be limited.*

Code 1079 General Services Officer

Duties:

The position involves performing duties related to the operation of buildings, reception services, postal services and caretaker duties.

Qualification requirements:

Practical and/or theoretical skills within relevant disciplines are required. Experience within the area of work is required.

Salary plan 90.301 Engineer

Code 1083 Engineer*

Duties:

Engineers in code 1083 shall perform technical duties requiring vocational training, e.g. maintenance/repairs of technical equipment, adaptation and adjustment of familiar technology and work involving existing methods/instruments.

Qualification requirements:

Vocational training at engineering college or equivalent relevant education of the same level and scope is desirable, or prior learning and work experience achieved through comprehensive experience, further education, continuing education or supplementary education, etc.

** Use of code 1083 should be limited.*

Code 1084 Principal Engineer*

Code 1411 Principal Engineer*

Duties:

Technical duties, e.g. maintenance, operations and repairs of technical equipment and/or ICT systems. Responsibility for procurement and day-to-day operations of smaller units. This position can also be assigned duties characterised by greater development and independence.

Qualification requirements:

Vocational training at engineering college or equivalent relevant education of the same level and scope is normally required. Equivalent prior learning and work experience may also be achieved through extensive and/or especially relevant practice, further education, continuing education or supplementary education, etc.

**Use of code 1084 should be limited.*

**Use of code 1411 should be discussed.*

Code 1085 Principal Engineer

Duties:

Technical duties, e.g. maintenance, operations and repairs of technical equipment and/or ICT systems. Principal engineers can also have duties characterised by development and/or coordination, e.g. development of new methods, techniques and equipment. The position may also involve independent duties in connection with teaching and other dissemination.

Qualification requirements:

University or university college education corresponding to bachelor's degree level is normally required. Equivalent prior learning and work experience may also be achieved through extensive and/or especially relevant practice, further education, continuing education or supplementary education, etc.

Code 1087 Head Engineer

Duties:

Position with specialist functions with independent responsibility or management responsibility, e.g. administration of technical services, methods/equipment development, teaching and dissemination.

Qualification requirements:

University or university college education corresponding to bachelor's degree level as a minimum is required or specialist education relevant to the duties and responsibilities of the position concerned, as well as relevant practice and specialist qualifications of a high level of relevance to the functions of the position. Equivalent qualifications may also be achieved through relevant continuing and further education combined with extensive and relevant experience. Importance may be attached to leadership qualities and administrative competence when this is relevant to the

position.

Code 1181 Senior Engineer

Duties:

Position involving specialist functions with independent responsibility or management responsibility, e.g. within ICT, laboratory or other technical areas. This may be management of units or technical services, guidance/academic supervision, development of advanced technology, coordination duties of a complex nature/project assignments. The position can also involve independent teaching activities.

Qualification requirements:

The education required for code 1087 is required as a minimum. Extensive relevant experience and specialist qualifications of a high level relevant to the functions of the position are also required.

Code 1088 Chief Engineer

Duties:

A position with overall management responsibility and/or specialist functions of the highest professional level.

Qualification requirements:

University or university college education corresponding to a second degree is normally required. In special cases, university or university college education corresponding to a first degree or the equivalent level of education combined with especially high qualifications within the relevant discipline can form the basis for the necessary qualification requirements.

Salary plan 90.302 Technician

Code 1091 Technician

Duties:

This position shall involve technical/practical work that is unrelated to research/teaching.

Qualification requirements:

Relevant education at upper secondary school level and/or work experience relevant to the discipline of the position is required. A relevant career path may be code 1085 Principal Engineer.

Salary plan 90.303 Architect

Code 1093 Staff Architect

Duties:

Independent duties, specialist duties

Qualification requirements:

University college education as an architect or other relevant education of the same level and scope is normally required. Relevant experience may compensate for lacking education requirements.

Code 1094 Head Architect

Duties:

Position with management responsibility and/or specialist functions with independent responsibility.

Qualification requirements:

University college education as an architect or other relevant education of the same level and scope is required. Furthermore, solid relevant experience or supplementary education/further education/specialist competence is required.

Code 1182 Senior Architect

Duties:

Position with management responsibility and/or specialist functions with independent responsibility. Highly qualified and specialised work, e.g. management of units, administration/management of services centrally or various specialist functions.

Qualification requirements:

The education required for code 1094 with especially high competence with the relevant discipline(s). Extensive and relevant experience is required and possibly also management experience. The applicant's ability to perform independent and results-oriented work must be documented.

Code 1095 Chief Architect*

** Affiliated with management positions at UiT and is placed in this group.*

Salary plan 90.312 Graphic design

Code 1214 Illustrator*

Duties:

Illustrating, layout and reproduction work of a basic level.

Qualification requirements:

Education from upper secondary school level is normally required. Relevant prior learning and work experience may compensate for the education requirement. Experience from the field of work is desirable.

** Use of code 1214 should be limited.*

Code 1104 Head Photographer

Duties:

Photography work. Independent planning of the work and/or more specialised duties and responsibilities.

Qualification requirements:

Education from upper secondary school level within the discipline is required. Education in additional to upper secondary school level may be desirable. Equivalent competence may be achieved through relevant practical training and courses. Relevant experience is also required.

Salary plan 90.410 Research Technician

Code 1511 Research Technician*

Duties:

Research technician code 1511 is a position that shall perform technical assistance within research and teaching.

Qualification requirements:

Education from upper secondary school level relevant to the subject area of the position is required. Equivalent competence may be achieved through relevant practical training and courses.

**Use of code 1511 should be limited.*

Code 1512 Research Technician

Duties:

Research technician code 1512 are qualified positions within different subject areas with some independent planning of the work and/or more specialised duties and responsibilities.

Qualification requirements:

Education from upper secondary school level relevant to the subject area of the position is required. Technical education in addition to upper secondary school level is desirable and a craft certificate may be required. Relevant practice is also desirable. Extensive and relevant experience within the discipline may compensate for the requirement of formal education.

Code 1513 Senior Research Technician

Duties:

Senior Research Technicians are highly qualified positions with independent/specialised duties and responsibilities within different subject areas.

Qualification requirements:

Education as for code 1512 is required. Solid relevant practice/specialist qualifications relevant to the function of the position is also required.

Code 1514 Chief Research Technician

Duties:

Chief Research Technicians are highly qualified positions with independent/specialised duties and responsibilities within different subject areas. The positions may also be assigned management functions.

Qualification requirements:

Education from upper secondary school level relevant to the subject area of the position is required. Technical education in addition to upper secondary school level is desirable and a craft certificate may be required. Relevant practical training is also required. Extensive and relevant experience within the subject area, combined with continuing and further education, may compensate for the requirement of formal education.

Salary plan 90. 500 Adviser

Code 1434 Adviser

Duties:

The duties for this code will be closely related to the duties of Higher Executive Officer and Senior Adviser, but with greater emphasis on administrative advice, reporting and/or development duties of a high level. The position can also cover specialist functions.

This code is not normally used for positions with the main emphasis on ongoing administrative duties.

Qualification requirements:

University or university college education corresponding to bachelor's degree level as a minimum is normally required. Comprehensive relevant professional experience and specialist qualifications relevant to the functions of the position are also a prerequisite.

Code 1364 Senior Adviser

Duties:

Positions with overall and complex advisory/reporting duties and responsibilities.

This can be:

- especially advanced administrative procedures that require a high degree of independence and problem-solving ability
- reporting duties that require specialist qualifications within one or more fields
- providing guidance, e.g. in connection with developing competence within a particular procedural area or field
- coordination functions/responsibilities of a complex nature and/or functions/responsibilities that involve several faculties and/or fields and demand a high degree of interaction

Qualification requirements:

University or university college education corresponding to a second degree is normally required. In special cases, university or university college education corresponding to a bachelor's degree or the equivalent level combined with especially high competence within the relevant discipline can form the basis for the necessary qualification requirements. Good administrative and analytical skills are also required.

Salary plan 90. 510 Project Manager

Code 1113 Project Manager

Duties:

Positions that require specialist qualifications within one or more fields

Qualification requirements:

University or university college education corresponding to bachelor's degree level as a minimum is normally required. Good interpersonal, administrative and strategic skills are also required. Experience from and good knowledge of project management and organisational development processes is important.

Salary plan 90.600 Unskilled Worker Positions*

Code 1203 Skilled worker with craft certificate

Duties:

Positions with artisan duties in connection with operations, service and maintenance. Duties of an independent nature and specialised duties may be assigned to the position.

Qualification requirements:

For placement in this salary code, the position must have been advertised with a craft certificate as a requirement. Relevant work experience in addition to the apprenticeship period is desirable.

** Use of code 1203 should be limited.*

**Other codes in this salary plan are not currently in use at UiT.*

Salary plan 90.610 Supervisor positions*

Code 1119 Foreman

Duties:

The position shall perform independent/specialised duties and responsibilities in connection with the operation of buildings, postal services and caretaker services. The positions may also be assigned management functions.

Qualification requirements:

Relevant education from upper secondary school level within the discipline of the position is required. Relevant practical training is also desirable. Importance is attached to personal qualifications related to working with employees and collaboration/coordination skills. Extensive and relevant experience within the discipline may compensate for the requirement of formal education.

Code 1120 Master

Duties:

The work involves responsibility for maintenance and upgrading/construction of the workshop areas and laboratories concerning machinery, equipment, materials and techniques. Odd jobs in the workshop, control/supervision of cold storage/freezer and supervision of students during project work and use of the workshops.

Qualification requirements:

This position requires relevant vocational training and experience.

**Other codes in this salary plan are not currently in use at UiT.*

Salary plan 90.703 Cleaning staff, etc.

Code 1129 Assistant Cleaner

Duties:

Assistant Cleaner is a starting position performing all forms of general cleaning work and maintenance work within cleaning, e.g. polishing and scrubbing.

Qualification requirements:

Experience from the field of work is desirable, along with some schooling in addition to primary and lower secondary school, preferably within relevant subject areas. Training will be provided at the workplace.

Code 1130 Cleaner

Duties:

Mostly the same duties and responsibilities as Assistant Cleaner but may be assigned more independent cleaning-related duties.

Qualification requirements:

A craft certificate in cleaning is normally required and 3-4 years' experience from the field of work is necessary. Schooling in addition to primary and lower secondary school, preferably within relevant subject areas, is desirable. Some years' experience as a cleaning assistant may compensate for the requirement of formal qualifications.

Code 1132 Cleaning Coordinator

Duties:

All forms of common cleaning work as well as duties and responsibilities related to administration and/or training. Day-to-day management of the cleaning work and the cleaners/assistant cleaners. Organisation and follow-up of the work within the area of responsibility.

Qualification requirements:

Vocational training within the subject area is required. Several years of all-round experience as a cleaner, combined with relevant courses, may compensate for lacking formal qualifications. Importance is attached to qualities/experience with supervision/management.

Salary plan 90.850 Technical operations, etc.

Code 1136 Operating Technician

Duties:

This position includes general duties of an independent nature and/or specialised duties related to operations and maintenance. Technical emergency response guard and duties such as coordination and deputy functions may be assigned to the position.

Qualification requirements:

Education at upper secondary school level within the relevant subject area is required. Some technical education in addition to upper secondary school is desirable. Relevant work experience is required. Extensive and all-round experience within the relevant subject area may compensate for lacking formal qualifications.

Code 1137 Operations Coordinator

Duties:

As for code 1136. This position has management responsibility and is used preferably for larger buildings. Technical emergency response guard duties may be assigned to the position.

Qualification requirements:

Education at upper secondary school level within the relevant subject area is required. Some education in mechanical engineering in addition to upper secondary school level is desirable.

Relevant work experience is required. Extensive and all-round experience within the relevant subject area may compensate for lacking formal qualifications.

Salary plan 17.568 Clinic staff, etc.*)

1033 Clinic Coordinator

Duties:

The position is assigned responsibility for the day-to-day operations of the student clinic, including administration of patient treatment, accounting in connection with income from patient fees and sales, ordering of goods, safeguarding hygiene in connection with operation of the clinic and an overview of the clinic's equipment, as well as supervision and teaching of students related to routines at the clinic.

Qualification requirements:

Education and experience as a dental hygienist are required. Experience in teaching, supervision and use of data is desirable.

1057 Information Director

**Other codes in this salary plan are not currently in use at UiT.*

MANAGEMENT POSITIONS:

Duties:

Positions with management functions of a high level. Both administrative and academic responsibility may be assigned to the positions.

Qualification requirements:

Relevant higher education and experience from administration and management are required. Solid competence is required in the areas the position covers. Importance shall be attached to personal qualifications for the position.

As this applies to many and extremely different positions, the duties/responsibilities and qualification requirements will be assessed for the position concerned when it is announced. Consequently, extremely general content of the position and requirements are provided here.

The management positions at UiT are currently covered by the following codes:

Salary plan 90.100 Management positions*

Code 1054 Head of Office

The Head of Office shall on delegation from the unit manager perform duties and responsibilities related to the day-to-day operations and management of the administrative activities.

Duties:

The position can involve duties including preparatory matters for the unit manager, compilation of budgets and annual plans, reporting, matters relating to finances and human resources, academic and research administration, dissemination, follow-up and implementation of decisions and

employer responsibility for administrative and technical position positions at the unit.

Qualification requirements:

Relevant education corresponding to bachelor's degree level as a minimum is required, along with experience as head of administration or administrative experience combined with qualifications in at least one of the fields covered by the duties and responsibilities of the position.

Code 1059 Deputy Director

This code is used for administrative managers of units under the university board of a certain size and for deputy directors of faculties and departments in the university's administration.

Code 1060 Division Director

This code is used for administrative managers of the faculties, units under the university board and departments in the university's administration.

Code 1061 Assistant Director

The code is only used for the Assistant University Director.

Code 1211 Head of Section

This code is used for managers of sections in the university's administration and other units.

**Other codes in this salary plan are not currently in use at UiT.*

Salary plan 90.301 Engineer

Code 1088 Chief Engineer

This code is used for administrative managers in the technical sector.

Salary plan 90.303 Architect

Code 1095 Chief Architect

This code is used for administrative managers in the technical sector and planning work.

Salary plan 17.500 Administrative positions

Code 1003 Head of Section

This code may be used for administrative positions of a subordinate level which have a certain academic and administrative management responsibility.

TEACHING AND RESEARCH POSITIONS

Salary plan 17.500 Academic administrative management grades

Code 1004 Rector
Code 1474 Dean
Code 1475 Head of Department
Code 1473 Programme Coordinator
Code 1206 Head of Studies

Code 1004 Rector

Code 1474 Dean

See the instructions for Dean (ref. 200502805-12) available in the HR portal.

Code 1475 Head of Department

Duties:

Instructions have been prepared for the positions, with and without a department board, (ref. 200502805-12), which are available in the HR portal.

Qualification requirements:

Professor/*Dosent* (professor)/doctoral competence within the relevant discipline is required.

Code 1473 Programme Coordinator

Fixed term or permanent position

Duties:

The Programme Coordinator is primarily an academic management position affiliated with a specific programme of study and is part of the department's management team. This position has responsibility for the day-to-day follow-up of the programme and for ensuring that the necessary systems and quality assurance are in place and functions for their area of work. Human resources and financial responsibility may be included in the position. The Programme Coordinator is responsible for development of the programme in accordance with the national curriculum regulations and programme descriptions and can have responsibility for development of the course portfolio in the programme. The Programme Coordinator may also be assigned teaching duties.

Qualification requirements:

As a point of departure, the Programme Coordinator must be qualified for appointment in a teaching and research position in the relevant programme of study and should have knowledge of the programme and teaching experience. Administrative, management and financial experience are desirable. For appointment as a Programme Coordinator for a programme in health sciences, a minimum of three years' experience in the health service is required.

Code 1206 Head of Studies

Salary plan 17.510 Teaching and research positions

Code 1007 *Høgskolelærer* (University College Lecturer)
Code 1352 Post-doctoral Research Fellow

Code 1009 *Universitetslektor* (Assistant Professor)
Code 1011 *Førsteamanuensis* (Associate Professor)
Code 1198 *Førstelektor* (Associate Professor)
Code 1532 *Dosent* (Professor)
Code 1013 Professor
Code 1404 Professor

Code 1010 *Amanuensis* (Assistant Professor) is not used for new appointments.

On 9 February 2006 pursuant to Section 6-3, last subsection, of the Act of 1 April 2005 No. 15 relating to universities and university colleges, the Ministry of Education and Research has laid down concerning appointment and promotion to teaching and research posts.

An element common to all these positions is that the focus in the advertisement and appointment process is on academic requirements and that importance is attached to teaching qualifications and personal aptitude, but with some variance in the weighting for the different position categories and subject areas. The criteria for appointment are general. More specific requirements may be included when the position concerned is announced.

Code 1007 Høgskolelærer (University College Lecturer)*

Duties:

The majority of the work will involve teaching, supervision, examination work and grading. The position also involves administrative duties such as attending meetings and other coordination and planning of academic work.

Refer to the Guidelines for distribution of duties and responsibilities for employees in teaching and research positions, which may be found in the HR portal.

Qualification requirements

(1)

- a) Four years of higher education, of which at least two years within the subject area in which the person concerned is to teach
- b) Relevant professional practice

or

(2) Three to four years of higher education with a certain specialization in an area of the arts or equivalent documented knowledge

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

*Appointments as *høgskolelærer* (University college lecturer) are only made if it is not possible to obtain qualified staff at a minimum level of *lektor* (secondary education teacher with a master's degree). Appointments as *høgskolelærer* are temporary.

Code 1352 Post-doctoral Research Fellow

Duties:

The position of Post-doctoral Research Fellow is a fixed-term position with the primary objective of qualifying for work in senior academic positions. The period of appointment may be from two to four years, where the norm is three years. In the case of appointment beyond two years, required duties in the form of teaching and equivalent work may be assigned. The employer determines the

scope of any required duties. At the time of the appointment, a project for the qualification work and a plan for implementation with more detailed description of progress, academic advice, etc. must be available.

Qualification requirements:

A doctoral degree is required for appointment. Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognized as equivalent to a Norwegian doctoral degree or competence at a corresponding level documented by academic work of the same scope and quality.

Code 1009 Universitetslektor (Assistant Professor)

Duties:

The majority of the work will involve teaching, supervision, examination work and grading.

Refer to the Guidelines for distribution of duties and responsibilities for employees in teaching and research positions, which may be found in the HR portal.

If, in connection with a position as *førstelektor/førsteamanuensis* (associate professor), it is not possible to find an applicant with full competence or to achieve satisfactory competence through an appointment for a limited period, undertaking a temporary appointment as *universitetslektor* may be considered pursuant to the current legislation, cf. Section 5 of the regulations for the Civil Service Act.

Qualification requirements:

(1)

- a) Higher (master's) degree from a university, university college or the equivalent
- b) Relevant research qualifications above the level of a higher degree and/or relevant professional practice

or

(2)

- a) Documented recognized artistic activities or development work of a certain scope
- b) Education at the highest level in a field of art from Norway or equivalent education from abroad or equivalent documented knowledge

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Code 1198 Førstelektor (Associate Professor)

Duties:

The majority of the work will involve teaching, supervision, examination work and grading.

Refer to the Guidelines for distribution of duties and responsibilities for employees in teaching and research positions, which may be found in the HR portal.

Qualification requirements:

(1) Documented extensive research and development work corresponding in quality and scope to the workload and level of a doctoral thesis

or

(2) Documented extensive artistic development work corresponding in quality and scope to the

workload and level of a doctoral thesis
and

(3) Considerable importance shall be attached to specific qualifications within teaching or other educational activities

and

(4) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Code 1011 Førsteamanuensis (Associate Professor)

Code 1532 Dosent (Professor)

Code 1013 Professor

General: An element common to all these positions is that the primary duties are research and teaching. Additional duties include administration and dissemination, etc.

A greater degree of academic leadership, initiative for research projects, stimulation of recruitment to the subject area, and external academic collaboration is expected from the *dosent* (professor) and professor group compared with the other groups of academic positions.

Code 1011 Førsteamanuensis (Associate Professor)

Duties:

Research and teaching duties, as well as duties involving administration and dissemination, etc. Refer to the Guidelines for distribution of duties and responsibilities for employees in teaching and research positions, which may be found in the HR portal.

Qualification requirements:

(1) Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognized as equivalent to a Norwegian doctoral degree or competence at a corresponding level documented by academic work of the same scope and quality

or

(2) Completed recognized programme of artistic development in the subject area concerned or documented artistic activities or development work at a high international level and with a specialization relevant for the subject area or discipline

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Code 1532 Dosent (Professor)

Duties:

Research and teaching duties, as well as duties involving administration and dissemination, etc. Refer to the Guidelines for distribution of duties and responsibilities for employees in teaching and research positions, which may be found in the HR portal.

Qualification requirements:

(1)

a) Extensive documented research and development work at a high level within the professional field concerned

b) Documented extensive educational development work and other educational activities of high quality

- c) In addition to the above, high qualifications within one or more of the following areas:
- Management of research and development projects
 - Interdisciplinary cooperation and network building
 - Extensive cooperation with industry and with civil society on the development of educational provision and research and development activities
 - Extensive cooperation with cultural institutions on the development of educational provision and research and development activities
 - Professional experience of a particular nature and relevance from industry and civil society
 - Professional experience of a particular nature and relevance from cultural institutions
 - Development of scientific collections

and

(2) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Code 1013 Professor

Professor is the highest teaching and research position at the university.

Duties:

Research and teaching duties, as well as duties involving administration and dissemination, etc. Refer to the Guidelines for distribution of duties and responsibilities for employees in teaching and research positions, which may be found in the HR portal.

Qualification requirements:

- (1) Academic level conforming to established international or national standards, or
- (2) Extensive artistic activities at the highest level conforming to international standards and relevant breadth and specialization at the highest level of the subject or discipline, and
- (3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision

Code 1404 Professor*

A fixed term appointment with the purpose of strengthening the academic leadership of research environments/academic environments and advancing the quality of the research. The Ministry has stipulated guidelines for use of the code. The code is intended to facilitate recruitment to positions that will be assigned responsibility for the academic leadership of disciplines given priority in research strategy. Internal applicants can be appointed to the position. In such cases, the person concerned should be granted leave from his/her ordinary position during the fixed term appointment.

Duties:

Academic leadership of disciplines given priority in research strategy, interdisciplinary initiatives, development of new research programmes/areas of research and establishment and operation of Centres of Excellence.

Qualification requirements:

Declared competent as professor based on expert assessment. Considerable ability in academic leadership, including a high level of academic integrity, ability in academic collaboration, development of the academic environment, as well as ability and interest in dissemination of research results.

An excellent academic contribution and academic authority alone do not constitute an adequate qualification basis.

*Code 1404 may only be used after gaining approval from the Ministry.

The use of additional positions at UiT

The additional positions are primarily to be used to obtain expertise in specialized subject areas. They are also intended to contribute to the establishment of national and international networks with the aim of developing and strengthening academic activity, develop competence at UiT and attend to academic responsibility for scientific collections.

The positions may also be used as a means of realising strategic objectives such as development, establishment and further development of new subject and research areas and to realise the goal of improved gender balance in academic positions.

The additional positions may have a maximum scope of 20% of a full-time position.

• RESEARCHER TRAINING POSITIONS

Salary plan 17.515 Researcher training positions

Code 1019 Research Assistant
Code 1020 Research Assistant
Code 1017 Research Fellow
Code 1378 Research Fellow

Pursuant to Section 6-4 (4) of the Act of 1 April 2005 No. 15 relating to universities and university colleges, the Ministry of Education and Research has laid down Regulations concerning terms and conditions of employment for the posts of *postdoktor* (post-doctoral research fellow), *stipendiat* (research fellow), *vitenskapelig assistent* (research assistant) and *spesialistkandidat* (resident).

General: The position of research assistant has a clear content of academic/teaching/laboratory assistance in various contexts, but with no right or duty to undertake research. Research fellowships are reserved for employees taking part in organised research training aimed at a doctoral degree. Basic academic competency is required for both positions.

Code 1019 Research Assistant

Code 1020 Research Assistant

Duties:

The duties and responsibilities are intended to provide an opportunity for insight into research work and methods. A research assistant will be assigned duties of an academic nature involving assistance in research. In connection with this, the person may be assigned teaching, laboratory work and equivalent work. The work must not be of a nature that requires research training. Research assistants are appointed for up to two years.

Qualification requirements:

Placement in the various position codes for Research Assistant is based on qualifications. Employees with a university or university college education corresponding to a first degree or equivalent level are placed in code 1019, and those with a second cycle degree are placed in code

1020.

Code 1017 Research Fellow

Code 1378 Research Fellow

Duties:

The objective of appointment as a research fellow is completion of research training to the level of a doctoral degree. The normal fixed term position is four years with 25% required duties (teaching or other duties as may be agreed on with the faculty).

Qualification requirements:

A master's degree or documented competence of the equivalent level is required. Employees must satisfy the requirements for admission to a doctoral degree programme.

When choosing between the Research Fellow codes, importance is attached to competence and salary.

Salary plan 90.400 Researcher

Code 1108 Researcher

Code 1109 Researcher

Code 1110 Researcher

Code 1183 Researcher

Code 1108 Researcher

Duties:

Research, research-related activity and research administration. Moreover, researchers can supervise master's and doctoral students.

Qualification requirements:

A second cycle degree from a university, university college or the equivalent.
Relevant research qualifications beyond master's degree or second-degree level and/or relevant work experience.

Code 1109 Researcher

Code 1110 Researcher

Duties:

Research, research-related activity and research administration. Moreover, researchers can supervise master's and doctoral students.

Qualification requirements:

Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognized as equivalent to a Norwegian doctoral degree or competence at a corresponding level documented by academic work of the same scope and quality.

Code 1183 Researcher

As for codes 1109 and 1110, but professorial competence is a prerequisite for code 1183.