

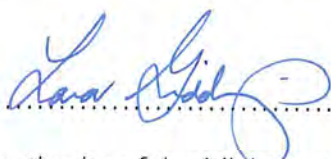
Employment Direction No. 18

## ADMINISTRATIVE REQUIREMENTS FOR THE ASSIGNMENT OF GENERAL STREAM BANDS 9 & 10 AND PROFESSIONAL STREAM BAND 6 CLASSIFICATIONS TO DUTIES

Operative date: 4 February 2013

### Directive

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the arrangements and requirements, set out in this Employment Direction apply.



Issued by authority of the Minister administering the *State Service Act 2000*.

Date: 4-2-13

### Contents

|   |   |
|---|---|
| 1. Purpose .....  | 2 |
| 2. Application .....  | 2 |
| 3. Legislative/Award Basis and Related Documents.....                   | 2 |
| 4. Date of Operation.....   | 2 |
| 5. Direction .....  | 2 |
| 5.1. Approval of Assignment of Classification.....                      | 3 |
| 5.2. Evaluation Criteria.....   | 3 |
| 5.3. Reassessment – Senior Executive Service (SES) Level 1 Offices..... | 4 |
| 5.4. Appointment and Selection.....                                     | 4 |
| 5.5. Performance-based Salary Progression .....                         | 4 |
| 5.6. Application of Market Allowance.....                               | 5 |
| 6. Reporting and monitoring.....  | 5 |
| 7. Review.....  | 5 |
| 8. Attachments.....   | 5 |

## 1. Purpose

To provide direction to Heads of Agency on administrative requirements for the assigning of classifications to duties at:

- Bands 9 and 10 in the General Stream of the Tasmanian State Service Award and Health and Human Services (Tasmanian State Service) Award; and
- Band 6 in the Professional Stream of the Tasmanian State Service Award.

## 2. Application

This Direction applies to all State Service Agencies.

## 3. Legislative/Award Basis and Related Documents

- Section 34(1)(d) of the *State Service Act 2000* provides that (subject to any Employment Direction), Heads of Agency are to assign a classification to duties;
- Tasmanian State Service Award and Health and Human Services (Tasmanian State Service) Award Part III, 1. (b). provides that:

Essential Requirements - *"The employer may determine that certain requirements need to be met according to the nature of the work to be undertaken"*.

General Stream - *"The employer may determine that a qualification is essential according to the nature of the work to be undertaken. The qualification may be provided by a university, a vocational educational organisation or a registered and accredited training provider"*; and

Professional Stream - *"The employer is to determine the appropriate degree of at least three years duration, or equivalent, as provided by a university relevant to the professional duties to be undertaken is required"*.

- Employment Direction No. 1 - Employment in the State Service;
- Employment Direction No. 26 - Managing Performance in the State Service; and
- Employment Direction No. 20 - Application of Market Allowance.

## 4. Date of Operation

This Direction will take effect from the operative date and will remain in force until varied or revoked.

## 5. Direction

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the administrative requirements prescribed in this Direction shall apply to the allocation of duties and the assignment of classifications at General Stream Bands 9 and 10 and Professional Stream Band 6.

The requirements in this Direction will not interfere with any prospective dispute lodged under the Grievance and Dispute Settling Procedures in either the Tasmanian State Service Award or the Health and Human Services (Tasmanian State Service) Award

which may arise over the failure to classify duties at a classification covered by this Direction.

### **5.1. Approval of Assignment of Classification**

Subject to the requirements of this Direction, the Head of Agency may only assign a classification to duties at General Band 9, 10 or Professional Band 6 with the specific approval of the Director, State Service Management Office (SSMO). The power of assignment of classifications under this Direction is not to be delegated by the Head of Agency.

The process for assigning such classifications will be: -

- The proposed duties are to be specified in an approved Statement of Duties.
- A detailed submission endorsed by the Head of Agency is to be forwarded to the Director, SSMO addressing the evaluation criteria below, together with a copy of the proposed Statement of Duties and a detailed organisational chart.
- The Director, SSMO will assess the submission for the purpose of approving or not approving the proposed assignment of a relevant classification under this Direction.

In assessing the submission, the Director, SSMO may determine an essential requirement and/or qualification is included in the Statement of Duties as a condition of approval.

Approval may also be time limited for positions that are project-based or otherwise fixed term in nature.

Heads of Agency are not to require the performance of, and/or approve the payment of a higher or more responsible duties allowance based on a classification covered by this Direction prior to securing formal approval.

Where the duties of a position classified in accordance with this Direction are subsequently varied to an extent that the specialist nature of the role is substantively changed, the new Statement of Duties must be re-submitted for re-assessment in line with the above process.

### **5.2. Evaluation Criteria**

The following criteria is to be addressed by the Head of Agency for the purpose of seeking the approval of the Director, SSMO for the assignment of a relevant classification under this Direction:

- a. the degree of specialist knowledge, skill and experience required to perform the duties;
- b. the multi-functional or multi-disciplinary nature of the position's objectives;
- c. the operating environment including the non-definitive nature of policies and/or precedents;
- d. the impact on government policy and strategic priorities;



- e. the reporting relationships (i.e. the position is normally expected to report directly to the Head of Agency or a member of the Agency's Senior Executive Group);
- f. demonstration that the work value is beyond General Band 8 or Professional Band 5;
- g. any precedent for other positions within the Agency, or other Agencies;
- h. evidence demonstrating that labour market factors indicate that high level remuneration is required to attract and retain suitably skilled, experienced and qualified employees; and
- i. demonstrated Agency efforts and associated difficulties experienced in attracting and retaining employees in the area of speciality.

### **5.3. Reassessment – Senior Executive Service (SES) Level I Offices**

Heads of Agency are to reassess SES offices classified at SES Level I to determine whether the office remains appropriately classified, or whether classification at General Band 9, 10 or Professional Band 6 in accordance with this Direction is more appropriate. The reassessment should occur before the expiry of the incumbent officer's term of appointment.

### **5.4. Appointment and Selection**

Where a new General Band 9, 10 or Professional Band 6 classification is determined for a position, a process is to be undertaken to select a person based on merit in line with arrangements established by Employment Direction No. 1 or where relevant, under the provisions of Section 39(1) and/or Section 40 of the *State Service Act 2000*.

### **5.5. Performance-based Salary Progression**

Heads of Agency are to establish and adhere to the performance requirements prescribed under Employment Direction No. 26 - Managing Performance in the State Service.

Salary progression within any classification covered by this Direction is to be based on the assessed level of satisfactory annual performance only however, access to the final salary point within the salary range for the classification will only occur following a performance assessment consistent with the following requirements: -

- The employee's demonstrated performance is at the upper end of the duties and responsibilities expected at that classification such as demonstration of particular capabilities (e.g. change management), high level objectives (e.g. delivery of critical or high level project), attainment of post-graduate qualifications and/or participation in professional development.
- Performance objectives to progress to the final salary point must be of a more challenging and demanding nature, and the performance plan is to be more explicit in detailing the objectives required and the review of performance is to be more rigorous than would normally be required.

Where an employee's performance is not assessed at the higher level for the purposes of progression to the final salary point, the employee is to be given the opportunity to have their performance re-assessed at an agreed time or at regular intervals within the following 12 months.

### **5.6. Application of Market Allowance**

Market Allowances applicable to classifications under this Direction as provided in Clause 9 of the Tasmanian State Service Award or Clause 10 of the Health and Human Services (Tasmanian State Service) Award will be managed in accordance with the provisions of Employment Direction No. 20 – Application Market Allowance. It is expected that these will be limited and will only be approved in exceptional circumstances.

## **6. Reporting and monitoring**

The State Service Management Office (SSMO) will maintain a consolidated register of all approved General Stream Bands 9 and 10 and Professional Stream Band 6 positions.

A copy of each Agency's records extracted from the SSMO register will be provided to Agencies on 1 August each year for the purpose of compiling a reconciliation report. The Head of Agency is to provide the reconciliation report to the Director, SSMO by 30 September each year.

The reconciliation report will include: -

- The current title of each position including advice on title changes;
- The current approved classification of each position;
- The unique numerical identifier for each position;
- Details of any approved positions where the previous classification was either General Stream Band 8 or SES/Equivalent Specialist; and
- Advice concerning the abolition of any position (including fixed term) previously approved.

The Director, SSMO will provide a consolidated copy of the reconciliation report to the Cabinet Sub Committee on Industrial Relations in relation to General Bands 9, 10 and Professional Band 6 positions by 30 November each year.

Agencies are also required to maintain records of performance assessments for relevant employees in accordance with Section 3.4 of this Direction, for evaluation purposes as may be determined by the Head of the State Service.

## **7. Review**

This Ministerial Direction will be reviewed before 30 September 2014.

## **8. Attachments**

Not applicable.