

Secondment Policy

Section 1 - Overview

(1) The University is committed to providing professional development opportunities for staff, fostering cross-institutional organisational knowledge and collaboration.

(2) The University recognises that individual skills and knowledge may be enhanced by secondments. Secondments also have organisational benefits including exchange of information and ideas, promotion of organisational relationships and investment in organisational effectiveness.

Section 2 - Scope

(3) This Policy relates to the management of professional staff secondments within the University and applies to eligible professional staff.

Section 3 - Policy

(4) While the University recognises that secondments offer developmental opportunities for staff and provide organisational benefits, this policy does not provide an entitlement to secondment.

(5) Prior to initiating a secondment, consideration shall be given to the suitability of staff:

- a. currently being considered for redeployment into positions; and
- b. who have applied to the University Secondment Register (for secondments where the duration is six (6) months or less).

(6) A secondment not filled through the process outlined in Clause (2), must be advertised through an Expression of Interest.

(7) A secondment must not exceed twelve (12) months, except where a strong business case supports a secondment for a period exceeding twelve (12) months, and has Vice-Chancellor and Chief Executive Officer, or delegate, approval.

(8) Where a secondment is advertised, normal recruitment processes apply.

(9) The minimum period of notice is normally four (4) weeks. A lesser or greater period of notice may be negotiated if mutually agreed between the staff member, substantive manager and hiring manager.

(10) Staff on secondment will return to their substantive positions at the end of the agreed secondment period.

(11) Where a staff member is seconded to a position:

- a. classified at the next classification level of their substantive position, the staff member will be placed on the second step of the seconded position; or
- b. classified at a classification level more than one Level higher than their substantive position, the staff member

will be placed on the first salary step of the seconded position.

(12) A secondment will only occur where the substantive manager, hiring manager and staff member agree with the terms of the secondment.

(13) Conditions of a secondment will be negotiated at the School/Business Unit level and require approval by the Head of Cost Centre.

(14) Staff are to be made aware that any annual leave entitlements which accrue during the term of the secondment should be cleared during the period of secondment. Any leave accumulated or expended shall be calculated at the rate applicable at the time of taking of leave.

(15) Whenever possible the University will support secondment opportunities for continuing staff where they meet the objectives of secondment.

(16) If a workplace change impacts on the seconded staff member's substantive position during the term of secondment, the substantive manager will consult with the seconded staff member as outlined in the managing change process in the current Enterprise Agreement.

Section 4 - Definitions

(17) Eligible staff - means continuing, fixed-term and casual professional staff.

(18) Expression of Interest - means an advertisement/communication inviting current continuing, fixed-term or casual staff of the University to indicate their interest in a position. Normally Expressions of Interest are circulated to a specific work area/s via email, or to the University community on the current Vacancies webpage.

(19) Hiring Manager - normally means the staff member from the relevant School or Directorate responsible for the recruitment process.

(20) Secondment - means the temporary transfer of an eligible staff member to another position within the University for a mutually agreed duration, not exceeding twelve (12) months. A secondment:

- a. involves a staff member moving into the same or higher HEO level role for a minimum of two (2) months and a maximum of twelve (12) months (for a period of less than two (2) months, higher duties allowance will apply);
- b. can occur through an advertised or non-advertised recruitment process;
- c. is temporary;
- d. requires the staff member to return to their substantive role at the agreed conclusion of the secondment; and
- e. is normally regarded as personal and professional development opportunities and should therefore match the staff member's developmental goals as identified in their performance plan.

(21) Secondment Register - means the register of staff who have indicated a desire for a secondment opportunity. The Register is for secondment opportunities up to six (6) months (secondment opportunities for a period longer than six (6) months are advertised through Expression of Interest). People and Culture invite staff to register their interest in a secondment opportunity in February and July of each calendar year.

(22) Supervisor - means the role to whom a position reports to.

(23) Where the word 'normally' is used, it means that it is the default position that must be followed unless exceptional circumstances exist that require a departure from the default position, as determined by the Policy Administrator acting reasonably.

Status and Details

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Glossary Terms and Definitions

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.