

Secondment Procedures

Section 1 - Overview

These Procedures provide guidance on the application of the [Secondment Policy](#).

Section 2 - Procedures

Initiating an Internal secondment

(1) Secondments may be initiated by:

- a. A staff member registering for secondment opportunities through the normal university process for the secondment database;
- b. A manager identifying through the performance management process an opportunity for a staff member who is performing above expectations;
- c. A manager targeting a specific area of the University in order to provide development opportunity to staff in that area or to capture a particular set of skills;
- d. A manager advertising a fixed-term appointment or internally inviting Expressions of Interest for a vacant position.

Non-advertised secondments/advertised Secondments

(2) Prior to advertising a secondment opportunity, the hiring manager will liaise with their Business Relationship Manager, People and Culture, to determine if there is a suitable candidate:

- a. currently being considered for redeployment; and
- b. on the University Secondment Register.

(3) Where a vacancy is not filled through clause (2) and is therefore advertised through an Expression of Interest, the normal recruitment process, outlined in the [Staff Recruitment Procedures](#) apply.

(4) Regardless of whether a secondment is non-advertised, or advertised, the hiring manager must review the current Position Statement before proceeding with the secondment.

Negotiation and Approval

(5) A secondment may only occur where the substantive manager, hiring manager and staff member agree to the secondment.

(6) Although secondments are not an automatic entitlement for staff, managers are encouraged to release their staff for internal secondment opportunities where practicable, as a means of career development. Consideration should be given to:

- a. Coverage of the staff member's duties and skills for the period of secondment;

- b. How the secondment is linked to the development objectives outlined in the staff member's performance management plan;
- c. The impact of workforce planning, workloads and staffing arrangements; and
- d. The number of successive secondments in which the staff member has previously been engaged.

Confirmation of secondment

(7) Once the secondment has the agreement of the substantive manager, hiring manager and staff member, HRS will provide the staff member with the appropriate documentation.

(8) Where a staff member's substantive position ends prior to the secondment end date, the staff member will be offered a fixed-term appointment rather than secondment. The staff member's substantive position will cease on the day immediately prior to the commencement of the fixed-term appointment.

Replacing a seconded staff member

(9) A person who is appointed to temporarily replace a seconded staff member must be advised in their letter of offer that the seconded staff member has the right to return to their substantive position. Should this occur prior to the anticipated end of the secondment, the replacement staff member will be given four weeks notice.

Responsibilities

(10) A Staff member is responsible for advising their supervisor of their interest in a proposed secondment as soon as possible.

(11) Supervisors/Hiring Managers/Head of Cost Centres are responsible for:

- a. Complying with relevant recruitment policy and procedures and approval requirements;
- b. Liaising with their Business Relationship Manager/Recruitment, P&C;
- c. Reviewing the Position Statement and complying with University reclassification policy and procedures, where relevant;
- d. Initiating communication with the relevant substantive supervisor as soon as they are aware of a potential secondment.

Section 3 - Definitions

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

(13) Expression of Interest - means an advertisement/communication requesting 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.

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

(15) 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. The terms 'internal secondment' and 'secondment' are used interchangeably. 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 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.

(16) Secondment Register - means the register of staff who have applied for secondment opportunities. 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.

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

(18) 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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Unit Head	Kirsten Clayton Director People and Culture
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Glossary Terms and Definitions

"Head of Cost Centre" - Normally means the Dean of Faculty or Director (as the case may be) of the relevant Faculty or Directorate. Where it is not appropriate for the Dean or Director to act, or where the circumstances relate to a position reporting directly to a Senior Executive, the Head of Cost Centre will be taken to mean the relevant Senior Executive. Where the matter relates to a Senior Executive, the Head of Cost Centre will be the Vice- Chancellor and Chief Executive Officer.