

Appointments: Internal Transfer and Secondment Procedure

1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline the processes involved in the Internal Transfer or Secondment of an Employee to a position within the University.

2 Scope

This Procedure applies to any position within the University.

3 Procedure Overview

This Procedure details the appointment processes and conditions for Internal Transfer or Secondment.

4 Procedures

4.1 Internal Transfer or Secondment

An Employee may be transferred or seconded to a suitable established position within the University where there are genuine reasons and when necessary for the achievement of University objectives. A 'suitable position' is one which requires the skills and experience consistent with the skills and experience of the Employee being transferred or seconded, or where it may be expected that the Employee will acquire the necessary skills within a three month period with adequate training.

An Employee may be transferred or seconded to a position in order to recognise and reward exceptional work performance and/or assist and enhance an individual Employee's career and professional development through the opportunity to acquire expanded knowledge, skills and abilities.

4.1.1 Internal Transfer

An Internal Transfer is the permanent appointment of an Employee to another position within the University.

An Internal Transfer can be within the faculty or section, or across the University and can be at the same or different classification level, mode or category of employment.

4.1.2 Secondment

A Secondment is for a specified period of time, at the conclusion of which the Employee may return to their substantive position and classification level.

A Secondment should normally be approved if:

- there will be overall benefit to the University through improved individual and/or organisational performance and where Secondment supports the retention of Employees; and
- the releasing area can reasonably expect to cover the work of the secondee through such options as:
 - redeployment, recruitment or backfill;
 - innovation and process improvement;
 - reprioritisation of work; or
 - redistribution of work amongst other teams.

4.1.2.1 Secondment conditions

Secondment opportunities should not be unreasonably refused by the substantive department. However, support for a Secondment is not automatic and may not be possible in all circumstances.

The releasing work area is responsible for making sure the Employee has a position to return to at their substantive level in the work area.

A Secondment will normally be limited to a maximum of two years. An Employee who has completed a Secondment will generally not be eligible for another Secondment for a 12-month period.

An Employee still serving a probationary period will not normally be released for Secondment.

The University will not require an Employee to resign or consider resigning their substantive position in order to take up a Secondment. Delegates from the releasing area are encouraged to discuss options with the host area and the Employee to attempt to resolve any concerns in the first instance. Any Decision not to support a Secondment should be referred to the People

Portfolio for consideration.

4.2 Appointment process

A recommendation for appointment must be in writing and contain justification for the appointment; and be forwarded to the Delegate.

A Secondment or Internal Transfer may occur at a classification level, employment mode or employment category which can be either the same or different from the position currently held by the Employee.

Appointment by Internal Transfer or Secondment is normally undertaken without advertisement. However, advertisement may take place at the request of the department. A Secondment of more than six months would normally be preceded by internal advertisement and formal selection procedures.

The University may transfer or second an Employee to a position only if the Employee was initially selected for appointment at the University through a competitive selection process.

An Internal Transfers or Secondment will only occur where there is agreement between the Employee and the Delegate as appropriate.

5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approval of permanent Internal Transfers for Contracted Senior Executive Employees.
Category 2 Delegate or above	<p>Approval of permanent Internal Transfer for Employees at professional levels 1 to 10 and academic levels A to E inside or outside the substantive faculty/section.</p> <p>Recommendation for permanent Internal Transfer inside or outside faculty/section and gaining agreement from Delegate for substantive position.</p> <p>Approval of Secondments (for a fixed period) remaining within the faculty/section.</p> <p>Approval of Secondments (for a fixed period) outside the faculty/section and gaining agreement from Delegate for substantive position.</p>

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Recruitment, Selection and Appointment Policy
Subordinate Schedules	
Approved Date	21/7/2021
Effective Date	21/7/2021
Review Date	3/4/2024
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	People Portfolio Website
Definitions	Terms defined in the Definitions Dictionary
	Decision A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University. Delegate (noun) Delegate (noun) means the officer, Employee or committee of the

	University to whom, or to which, a delegation of authority has been made under this Policy.
	Employee
	A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.
	Procedure
	An operational instruction that sets out the process to operationalise a Policy.
	University
	The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Enterprise Agreement
	University of Southern Queensland Enterprise Agreement 2023-2026.
	Definitions that relate to this procedure only
	Internal Transfer
	A permanent appointment of an Employee to another position within the University.
	Secondment
	An appointment for a specified period of time, at the conclusion of which the Employee may return to their substantive position and classification level.
Keywords	Transfer, Secondment, appointment
Record No	13/251PL