

Appointments: Internal Transfer or Secondment Procedure



1 Purpose

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 Reasons for 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.

Appointment by transfer or secondment is normally done without advertisement. However, advertisement may take place at the request of the department. Secondments 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 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.

Transfers or secondments will only occur where there is agreement between the Employee, the Executive Director (Human Resources) and the Delegate as appropriate.

The Vice-Chancellor may appoint an Employee to any position without advertisement or competitive selection.

4.2 Appointment process

An internal transfer takes place on a continuing basis.

Secondments are for a specified period of time. At the conclusion of the period of secondment, the Employee may return to their substantive position and classification level.

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

Secondments and internal transfers 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.

5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approval of permanent internal transfers for Contracted Senior Executive Employees.
Category 3 Delegate or above	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.
Category 4 Delegate or above	Recommendation for permanent internal transfer inside or outside faculty/section and gaining agreement from Delegate for substantive position. Approval of secondments (for a fixed period) remaining within the faculty/section. Approval of secondments (for a fixed period) outside the faculty/section and gaining agreement from Delegate for substantive position.

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

Subordinate Schedules	
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	17/4/2019
Effective Date	17/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement
Related Policies	Recruitment, Selection and Appointment Policy
Related Procedures	
Related forms, publications and websites	Human Resources Website
Definitions	Terms defined in the Definitions Dictionary 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 USQ 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.

	<p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p>
	<p>Definitions that relate to this procedure only</p>
Keywords	Transfer, secondment, appointment
Record No	13/251PL