

Professional Employee Position Progression Procedure



1 Purpose

To provide details of the benefits, processes and documentation associated with the Professional Employee Position Progression (PEPP) program available for professional Employees.

2 Scope

This Procedure applies to continuing and fixed-term (more than 12 months service in the position) professional Employee positions.

3 Procedure Overview

This Procedure outlines the PEPP program which recognises that duties and responsibilities of certain positions may have the potential to move beyond the current classification level and require advanced skills, knowledge or experience.

PEPP provides the opportunity for an Employee to advance from one classification level to the next when assessment of the duties is confirmed at the next level by a formal job evaluation. A position will only advance to the next level when it is within approved budgets and when it is demonstrated that the duties are required on a continuing basis.

PEPP may not be suitable for all positions, and some positions may never progress due to the nature of the work, organisational structures or other organisational requirements.

4 Procedures

4.1 Work required at the next level

PEPP provides Employees with the opportunity for further development and extended career and salary progression which is recognised through advanced duties and responsibilities and demonstrated increased knowledge, skills and experience. However, the program is not a mechanism for rewarding individual performance. PEPP is coordinated through the performance management process based on organisational requirements and identifies increased knowledge, skills and abilities, not on recognition of individual performance.

In determining whether a position is required at a higher level, the following will be taken into consideration:

- appropriate support at all levels (i.e. Supervisor, Category 4 Delegate or above);
- availability of adequate funding as determined by the Divisional Head to support the full range of the proposed position progression levels;
- the needs of the organisational area and consistency with long term strategic and operational plans (e.g. how the position/s meet the University's strategic and operational needs, identified niche areas, workforce planning considerations etc.);
- sufficient need for work at a higher, more complex level which requires advanced skills, knowledge and experience to justify progression to a higher level;
- clearly demonstrated career path opportunities where duties and responsibilities increase in complexity and depth in line with the needs of the organisational area and are consistent with the classification standards of the next level;
- relativity issues with other positions in the work area and across the University as appropriate.

Movement to a higher level is not automatic and can only occur if all the following criteria for advancement to the next classification level are met:

- the Employee has performed competently as determined by the performance management process;
- the Supervisor assesses the Employee through the Enrich performance management process and confirms the Employee demonstrates the increased knowledge, skills and experience to meet the requirements for the next level.

4.2 Process and documentation

Discussions between a Supervisor and Employee regarding PEPP occur as part of the annual performance review process. This discussion will involve consideration of whether position requirements have changed and increased in complexity, and whether the University requires those duties and responsibilities to be performed by the Employee on an ongoing basis. It will also involve an assessment of whether the Employee has the increased knowledge, skills and abilities to undertake the advanced position requirements.

A Supervisor may then recommend proceeding through the position progression process during the annual Enrich performance management review by providing justification and evidence that the required criteria have been met.

For positions where a current position description exists at the next classification level, the position description is to be attached to the online Enrich document.

For positions where a current position description does not exist, a new position description is to be developed and attached to the online Enrich document.

The Delegate recommendation including confirmation of budget availability is to be attached to the Enrich document.

Enrich performance management reviews, with all appropriate progression documentation, are required to be completed by 30 April. Applications for position progression will not be accepted after that date.

In cases where only one position is needed at the higher level and there is more than one eligible Employee, the work area may conduct a confined recruitment process open to those within that job stream to determine which Employee is recommended to move to the higher level.

4.3 Evaluation process

The Executive Director (Human Resources) will nominate a representative of Human Resources to whom applications for PEPP are referred. The Human Resources representative will allocate two trained evaluators to conduct an evaluation of the position.

A review of the classification level of an Employee's position will:

- be conducted by two trained evaluators;
- be based on the position description provided with the progression documentation through the performance review process;
- use the Mercer Cullen Egan Dell (CED) points factor evaluation system;
- comply with the USQ Enterprise Agreement.

The Executive Director (Human Resources) will ensure that evaluations meet the requirements of the job evaluation system checks, feasibility checks and organisation consistency checks. Profiles will not be changed without the involvement of the evaluators.

For positions in job streams which already have a current evaluated position description with a confirmed classification level, a further evaluation is not required.

4.4 Moderation Panel

A Moderation Panel will be established to moderate the outcomes of PEPP. The Moderation Panel will comprise the following:

- Executive Director (Human Resources);
- nominee of the Vice-Chancellor or Vice-Chancellor's Executive (VCE);
- one on-campus representative from each of the Unions covered by the USQ Enterprise Agreement;
- Human Resources representative, as executive officer.

All members of the Moderation Panel are to be provided with training in the Mercer CED points factor job evaluation system.

When considering outcomes, the Moderation Panel will be provided with the documentation used in the evaluation process including updated position descriptions and the current and previous evaluated profiles. The Moderation Panel will advise the Human Resources representative of its recommendations and if required, a meeting will be convened to discuss position progression applications further.

For those positions where an existing evaluated position description is available at the next level, the Moderation Panel will be provided with a list of those Employees who are recommended to progress to the higher level.

4.5 PEPP outcomes

Human Resources will forward outcomes and recommendations of the Moderation Panel to the Executive Director (Human Resources) and indicate the proposed actions to be taken.

The Executive Director (Human Resources) will advise the Delegate via memorandum of the outcome of each application for position progression.

The Executive Director (Human Resources) will notify applicants of the outcome via the Delegate.

Where the position has been evaluated at the next classification level, the Employee will be paid at step one of the new classification level, effective from 1 May.

4.6 Feedback and review

Applicants may request feedback concerning the position progression process and outcome by contacting Human Resources.

Employees who were not supported by the Delegate for consideration for position progression may request an evaluation of their position by utilising the 'Seek Review' option in the online Enrich document.

5 Delegated Responsibilities

Approver	Level of Delegation
Category 2 Delegate or above	Recommend or otherwise advancement to the next classification level, and approve funding.

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	Performance, Development and Recognition Policy
Related Procedures	Position Descriptions and Position Classification Standards Procedure Position Establishment and Classification Procedure Recruitment and Selection Procedure
Related forms, publications and websites	Enrich performance management program Human Resources Website

Definitions	Terms defined in the Definitions Dictionary
	<p>Delegate (noun)</p> <p>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.</p>
	<p>Employee</p> <p>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>
	<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>
	Definitions that relate to this procedure only
	<p>Supervisor</p> <p>Any person responsible for leading the activities of others. In the context of this Procedure a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p>
Keywords	Classification, level, evaluation, advancement, Enrich
Record No	13/359PL