

# Contracted Executive and Senior Appointment Remuneration Principles Schedule



## 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 principles and processes associated with remuneration arrangements for identified categories of senior positions at the University.

## 2 Scope

This schedule must be read in conjunction with the Appointments: Senior Procedure and is subordinate to it.

This schedule applies only to appointments to positions which are not appointed and/or approved by University Council, where the conditions of employment are incorporated into a comprehensive individual Employment Agreement including an appropriate remuneration package.

### Inclusions:

- Contracted Executive Appointments are made to positions which typically report directly to a Divisional Head or Council appointed member of the University Senior Executive, and have significant department or section management responsibility. Positions typically hold HR Category 3 Delegation. Such appointments include roles such as Pro Vice-Chancellor and Executive Director.
- Senior Appointments are made to positions which typically report to a Contracted Executive within a Division, however, may also report directly to a Divisional Head or Council appointed member of the University Senior Executive. Positions typically hold HR Category 4 Delegation. Such appointments include roles such as Directors, Heads or Executive Managers. Other positions may be included with the approval of the Vice-Chancellor.

Salary arrangements for these positions are established by the Vice-Chancellor and Delegate, in consultation with the Chief People Officer, in accordance with the Appointments: Senior Positions Procedure, and these accompanying Contracted Executive and Senior Appointment Remuneration Principles.

## Exclusions:

- University Senior Executive Appointments are made to those positions appointed and/or approved by University Council. Such appointments include the Vice-Chancellor, Provost and Deputy Vice-Chancellors. Positions typically hold HR Category 1 or 2 Delegation and normally operate as Divisional Heads.

Salary arrangements for these positions are approved by University Council as established by the Remuneration Sub-Committee in accordance with its Terms of Reference and accompanying University Senior Executive Remuneration Principles.

## 3 Schedule

Contracted Executive and Senior Appointments at the University are remunerated through individual salary package arrangements underpinned by a set of remuneration principles which:

- Facilitate the delivery of superior and sustainable results for the University
- Reinforce good leadership, accountability, teamwork and innovation
- Support and reinforce the core values of the University and its desired culture; and
- Provide remuneration outcomes reflecting individual performance, relative market rates and the University's capacity to pay.

### 3.1 Principles

Remuneration frameworks for Contracted Executive and Senior Appointments are set and reviewed in light of best practice standards and are also informed by knowledge of the University environment and employment market.

The University adopts the following principles in setting and reviewing remuneration arrangements for Contracted Executive and Senior Appointments:

- Remuneration arrangements will recognise the scope, complexity and accountabilities of each position, and will provide a mechanism to ensure that any significant changes over time to these factors can be recognised as part of the review process.
- Processes of remuneration management will be transparent, conducted in good faith, committed to the principles of equity and diversity, informed by external advice and Information on market remuneration rates for comparable roles, whilst maintaining appropriate levels of confidentiality.

- Remuneration packages and reviews will reflect market rates and market movements for comparable positions in other institutions. In addition, other indicators such as Consumer Price Index (CPI) movements will be considered so that the University will be competitive at the median of applicable markets and balanced against the capacity of the University to pay in accordance with this desired level of competitiveness.
- Remuneration reviews will reflect the performance of the Employee concerned, as measured against the agreed performance goals, objectives and outcomes of each individual.

Remuneration for Contracted Executive and Senior Appointments will be reviewed annually in accordance with these principles. However, there is no guarantee that the remuneration package will increase as a result of the annual review.

## **3.2 Process**

### **3.2.1 Remuneration ranges**

The University sets and annually reviews remuneration ranges for Contracted Executive and Senior Appointments keeping in mind market remuneration movements for comparable roles from industry generally as well as the education and research sector.

Salary increases paid to other University Employees through the Enterprise Agreement are also taken into consideration in determining the range applicable to Contracted Executive and Senior Appointments. This increase is in keeping with annualized salary increases being offered across the sector.

### **3.2.2 Individual salary arrangements**

Remuneration arrangements for Contracted Executive and Senior Appointments include a base salary and benefits. Benefits include leave loading and superannuation; and may include a motor vehicle for business and private use, and the FBT applicable on such benefits.

Remuneration reviews for Contracted Executive and Senior Appointments will flow from the annual remuneration review process for University Senior Executives undertaken by the Remuneration Committee in January/February each year.

Individual remuneration packages are benchmarked against other universities through the Mercer University Remuneration Review. The annual Mercer report is used as a primary source of sector-wide remuneration trends and benchmarks for consideration in salary recommendations for University Senior Executive, Contracted Executive and Senior Appointment staff.

For the University, the most appropriate grouping against which to benchmark salaries is the Regional Universities group. A range of  $\pm 15\%$  around the benchmark median will be established

as a guide to remuneration levels. As development and expansion of the University progresses into metropolitan areas, the University may seek to benchmark salaries against the metropolitan university grouping when and where appropriate.

Current and projected remuneration levels are provided to the Vice-Chancellor and Delegates for consideration in determining the appropriate salary levels for Contracted Executive and Senior Appointments.

The positioning of each appointment within the applicable remuneration range for their position will be reviewed by the Vice-Chancellor and Delegate as part of the annual performance management process having regard to the capability of the individual, their contribution to the overall leadership of the University, as well as their performance generally against the goals and objectives agreed for their position. Consideration will also be given to the avoidance of bias, including gender bias, in remuneration Decision making and reflect any recommended actions to reduce and eliminate gender pay gaps in accordance with the University's objectives for equity and diversity.

Any increases to the remuneration package will apply from the beginning of the first full pay period in January each year.

## 4 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approve annual remuneration increases for Contracted Executive and Senior Appointments.
Category 2 Delegate	Recommend annual remuneration increases for Contracted Executive and Senior Appointments.

## 5 References

Nil.

## 6 Schedule Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Recruitment, Selection and Appointment Policy</a>

<b>Approved Date</b>	8/3/2022
<b>Effective Date</b>	8/3/2022
<b>Review Date</b>	3/4/2024
<b>Relevant Legislation</b>	<a href="#">Enterprise Agreement</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Code of Conduct Policy</a>
<b>Related Procedures</b>	<a href="#">Appointments: Senior Positions Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">People Portfolio Website</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>
	<a href="#">Delegate (noun)</a>
	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.
	<a href="#">Employee</a>
	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.
	<a href="#">Procedure</a>
	An operational instruction that sets out the process to operationalise a Policy.
	<a href="#">University</a>
	The term 'University' or 'UniSQ' means the University of Southern Queensland.
	<a href="#">Enterprise Agreement</a>
	University of Southern Queensland Enterprise Agreement 2023-2026.
	<b>Definitions that relate to this schedule only</b>
	<b>Contracted Executive Appointments</b>

	<p>Appointments to positions which typically report directly to a Divisional Head or Council appointed member of the University Senior Executive, and have significant department or section management responsibility. Positions typically hold HR Category 2 or 3 Delegation. Such appointments include roles such as Pro Vice-Chancellor and Executive Director.</p> <p><b>Senior Appointments</b></p> <p>Appointments to positions which typically report to a Contracted Executive within a Division, however may also report directly to a Divisional Head or Council appointed member of the University Senior Executive. Positions typically hold HR Category 3 or 4 Delegation. Such appointments include roles such as Directors, Heads or Executive Managers. Other positions may be included with the approval of the Vice-Chancellor.</p> <p><b>University Senior Executive Appointments</b></p> <p>Appointments to those positions appointed and/or approved by University Council. Such appointments include the Vice-Chancellor, Provost and Deputy Vice-Chancellors. Positions typically hold HR Category 1 or 2 Delegation and normally operate as Divisional Heads.</p>
<b>Keywords</b>	Senior Appointments, remuneration, salary packages, executive
<b>Record No</b>	15/2955PL