

Name of Policy	Job Redesign, Skills Enhancement and Role Flexibility for Professional Staff Policy
Description of Policy	This policy covers the arrangements for the job redesign, skills enhancement and role flexibility for Professional Staff members at the University.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/> <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Description of Revision	

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	7 April 2008
Effective Date	7 April 2008
Date of Last Revision	
Effective Date of Last Revision	
Date of Policy Review*	

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	
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1. Background Information

This policy has been developed in support of the provisions relating to job redesign, skills enhancement and role flexibility for Professional Staff at ACU.

2. Policy Statement

To support continuous performance improvement at ACU, all Professional Staff will actively engage in a process of on-going job redesign and accept role flexibility accompanied by the skills enhancement needed to accommodate the University's changing needs. The processes set out in this policy in relation to job redesign will also facilitate career development opportunities for Professional Staff through the necessary acquisition of new skills and experience that accompany job redesign.

3. Policy Purpose

At ACU it is recognised that because of change processes that occur over time, the functions and responsibilities of positions will require consequential review and change. This policy sets out the process to be applied when nominated supervisors of Professional Staff need to adapt to these changing circumstances. Where a significant change(s) to a position occurs, the Professional Staff Classification Policy will apply to the review of the classification of that position.

4. Application of Policy

This policy applies to all Professional Staff members of the University.

4.1 In implementing job redesign the following principles will be adhered to:

- 4.1.1 If the position is currently occupied, the purpose of job redesign shall not be to cause a staff member incur a loss of salary, conditions or status although it is recognised that a potential outcome of the process may result in a position be reclassified at a lower classification level;
- 4.1.2 The staff member will be consulted on her/his career aspirations, skills and relevant talents and, to the extent possible, these factors will be considered when redesigning the position subject to meeting the requirements of the University;
- 4.1.3 when discussing with the University the redesign of her/his position a staff member may be assisted by a representative of her/his choice, providing that person is not a practising solicitor or barrister;
- 4.1.4 If the staff member can demonstrate that the proposed job redesign would result in a diminution of status or career prospects, the University will seek to resolve the staff member's concerns in discussion with the staff member. Where the matter cannot be resolved, the University grievance management process may be utilised;
- 4.1.5 The University will provide the staff member with access to training and/or experience in order to assist her or him perform any new tasks required as part of the newly redesigned position;
- 4.1.6 Eligibility for incremental progression shall not be adversely affected as a consequence of job redesign; and,
- 4.1.7 The duties of the redesigned position will not breach any legislative obligations.

4.2 Within the constraints of its geographic dispersion and financial circumstances the University will consider ways of enhancing the career prospects of its Professional Staff through job rotation and lateral transfer which will be implemented in appropriate areas as opportunities arise.

5. Approvals

Requests to redesign positions must be submitted by nominated supervisors to the appropriate delegated officer for approval. Information on who are delegated officers for job redesign is available in Delegations of Authority Policy and Register.

6. Revisions made to this Policy

Date	Major, Minor or Editorial	Description

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).