**Name of Policy**  |  Job Rotation for Professional Staff Policy  
**Description of Policy**  |  This policy covers the provision of Job Rotation arrangements for Professional Staff within Australian Catholic University.  
**Policy applies to**  |  ☒ University-wide  
|  ☐ Specific (outline location, campus, organisational unit etc.)  
|  ☐ Staff Only  
|  ☐ Students Only  
|  ☐ Staff and Students  
**Policy Status**  |  ☒ New Policy  
|  ☐ Revision of Existing Policy  
**Approval Authority**  |  Vice-Chancellor and President  
**Governing Authority**  |  Chief Operating Officer  
**Responsible Officer**  |  Director, Human Resources  
**Approval Date**  |  18 December 2008  
**Effective Date**  |  18 December 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**
1. Background Information

The rotation of Professional Staff member(s) through one or more positions may occur from time to time, subject to the operational needs or requirements of the University. Job rotation is a process where a Professional Staff member is moved through one or more positions designed to give her/him a breadth of exposure to the entire operation of an activity. At the conclusion of the job rotation program the staff member will return to their substantive position.

2. Policy Statement

The University recognises the value of providing Professional Staff members with opportunities for job enrichment and career development which also acts to broaden a staff member’s knowledge and understanding of a work unit and its processes. In this regard, the University from time to time may provide Professional Staff with the opportunity to participate in job rotation.

A job rotation is not contingent on a vacancy or vacancies occurring. Job rotation for staff of a particular level or levels may be developed by the staff member in conjunction with the nominated supervisor or manager of the organisational/functional unit or vice versa by the nominated supervisor or manager in conjunction with the staff member.

While most job rotation will occur within a functional unit, a staff member participating in job rotation may in some cases move to a position which is not located within their current organisational/functional unit. For example, a Faculty may develop job rotation for administrative staff (HEW Levels 4 – 6) which involves moving one or more such staff through a range of positions by agreement with other organisational/functional units of the University (e.g. 3 months in Student Services, 3 months in Finance, 3 months in IT, followed by 3 months in the Library).
3. Policy Purpose

The purpose of this policy is to inform staff about job rotation arrangements for Professional Staff of the University. This policy sets out the administrative arrangements that will apply in such circumstances.

4. Application of Policy

4.1 This policy applies to all continuing and fixed-term Professional Staff.

4.2 Job rotation will normally apply to positions classified at the same HEW level and a job rotation will normally run for up to 6 months.

4.3 Job rotation may also include a staff member from one Sydney campus location being directed to participate at the other or at another campus where the staff member requests or agrees to the relocation on a temporary basis.

4.4 Nothing in this policy prevents a staff member from requesting to undertake a job rotation program which involves relocation from one campus location to another.

5. Procedures

5.1 A nominated supervisor may propose to a staff member that she/he consider job rotation, including as part of their individual Performance Review and Planning process.

5.2 A staff member wishing to propose their participation in job rotation should do so by undertaking the following steps.

5.2.1 A written request to participate in job rotation must be submitted by the staff member to their Nominated Supervisor. The request should outline the proposed location/role(s) for job rotation, the expected outcomes of the program, the time frame, and campus location(s).

5.2.2 If the nominated supervisor supports the request, the supervisor should then hold discussions with the potential receiving work unit, including clarifying the skills and expertise to be acquired by the staff member, the timeframes involved, and the budgetary and supervisory arrangements.

5.2.3 Following an agreement being reached with the potential receiving work unit, the nominated supervisor will make a recommendation to the relevant Executive Staff member. The Executive Staff member will consider the request on the basis that there is no disadvantage to the staff member and/or the University.

5.2.4 The Executive Staff member will confirm in writing to the staff member the outcome of their request (utilising the attached Job Rotation approval advice). A copy of the Job Rotation approval advice will be provided to the Human Resources which will confirm the arrangements with the staff member as a variation to their contract of employment.
5.2.5  Where a staff member requests to undertake a job rotation program, the University is not obligated to pay for any relocation costs.

6. Approvals

Approval of job rotation arrangements must be in accordance with the Delegations of Authority Policy and Register.

7. Revisions made this Policy

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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.

8. 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.