

THE UNIVERSITY OF NEWCASTLE

PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)

Notes of a meeting of the **Professional Staff Consultative Committee** held at 10am on Thursday 3 March 2016 in the Canberra Room, The Chancellery.

PRESENT:

University –Director, People and Workforce Strategy, Sharon Champness and, Associate Director, Employee Relations and HR Partnering, Mark Kelly

NTEU –Samantha Harcombe, David Rambaldi, Fran Munt, and Lance Dale

CPSU –Michelle Woodhouse and Jann Jeffries

APOLOGIES:

CPSU – Nick Koster

NTEU – Margaret Clarke

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. EA IMPLEMENTATION – PROFESSIONAL SPECIFIC

1.1 Voluntary Job Rotation Scheme

Sarah-Jane Tasker, Workforce Development Specialist within Human Resource Services attended for discussion on this item. Ms Tasker reported that work on the schemes proposed by the Working Party was continuing, in particular:

- 'Job Shadowing' - Feedback from Faculties has been positive with at least 2 Faculties currently using this development initiative. The scheme is being communicated broadly through PRD conversations and information on the University's website. It will also be included on the workforce development platform Discover when it is launched
- A couple of expressions of interest have been received for the Job Swap scheme. However, there are issues with staff not being at the same level and wanting to swap at different times. Discussion followed as to factors that may affect the number of job swaps under the scheme including informal job swaps already happening in some areas and staff awareness.

NTEU representative, Lance Dale proposed that this item remain on the agenda for future PSCC meetings. Mr Dale also requested a report on job shadowing arrangements and, the number and duration of secondments.

Action 1.1: (i) University –report on job swaps and secondments at May 2016 PSCC meeting.

2. ORGANISATIONAL CHANGE

The Associate Director, Employee Relations and HR Partnering, Mark Kelly provided the following update of organisational change processes:

- IT Services – in progress, 9 staff declared detached, 6 elected for VSP and 1 redeployment.

- Alumni and Philanthropy – in progress, 7 staff declared detached, 3 elected VSP and 2 redeployment.
- Can we include UON Global and highlight the number of successful redeployments?
- Research and Innovation – not finalised, timing not yet confirmed

3. REVIEW OF POLICIES AND PROCEDURES

No discussion on this item at meeting.

4. WORKLOAD ISSUES

Union representatives flagged ongoing workload issues for staff in Admissions UON Students. Representatives explained that program officers are often working overtime on weekends and casual staff are working above level to complete work. The issue has been discussed with managers in the area and one staff member had raised concerns with the Associate Director, Student and Academic Business, David Donnelly and the Academic Registrar, Gail White.

The Director, People and Workforce Strategy, Sharon Champness will follow up and respond before next PSCC meeting in May.

Action 4: University –discuss workload concerns with Academic Registrar, Gail White and provide response prior to May 2016 PSCC meeting.

5. HOSPITALITY STAFF EMPLOYMENT

Union representatives requested information on the employment status of the former UON Services staff following the expression of interest tender process.

The Associate Director, Employee Relations and HR Partnering, Mark Kelly deferred discussions on this item to the 1.00pm CSCC meeting when the Director, Infrastructure and Facilities Services, Alan Tracey would be in attendance.

6. UNIFORM

Union representatives sought information on the Uniform survey. The Director, People and Workforce Strategy, Sharon Champness explained that the benchmarking survey is run across the University sector by an external service and collects data about the activities professional staff are spending time working on. The information allows the University to see the extent to which UON is resourcing different functions to a greater or lesser extent than other Universities.

7. AGENDA ITEMS FOR FUTURE MEETINGS

Committee members requested regular reports on the Voluntary Rotation Scheme, a review of casual employment and a report on the number of conversions.

8. ANY OTHER BUSINESS

No further items brought to Committee for discussion.

Meeting closed approximately 11.00AM