

## THE UNIVERSITY OF NEWCASTLE

### PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)

Notes of a meeting of the **Professional Staff Consultative Committee** held at 10:00 am on Thursday 11 June 2015 in The Canberra Room, The Chancellery.

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#### PRESENT:

University – Sharon Champness, Paul Munro, Greg Kerr, Sarah-Jane Tasker  
NTEU – Margaret Clarke, David Rambaldi, Jenny Whittard, Lance Dale  
CPSU – Jann Jeffries, Michelle Woodhouse

#### APOLOGIES:

University – Greg Kerr  
NTEU – Fran Munt  
CPSU – Nick Koster

Chair – David Rambaldi – Union representative  
Note-taker – Ruth Hartmann

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#### 1. ORGANISATIONAL CHANGE – STANDING ITEM

NTEU representatives requested information regarding the following organisational change items:

##### 1.1 One Person Change Process

Union representatives requested a follow up on previous discussions regarding a checking mechanism for one-person change.

The Associate Director, Employee Relations, Paul Munro reported that a process map of the process was in draft and would be available for the Committee prior to the August 2015 meeting.

**Action 1.1:** University – provide process map of one person change process to Committee prior to August 2015 meeting.

##### 1.2 Redeployment pool

Union representatives requested information on the number of detached staff as well as number of VSP, redeployment and redundancies in the past 6 months.

The Associate Director, Employee Relations, Paul Munro reported this information in relation to organisational change processes from the previous 12 months. University representatives agreed to distribute a document with this information following the meeting to Committee members.

Discussion followed regarding the process for detached staff members to find alternative employment. NTEU representative, Lance Dale commented that a guideline document regarding redeployment had previously been developed by the Unions in consultation with the University. Mr Dale advised that he will forward the document to the University for further consideration.

Union representatives enquired as to the support available to assist detached staff members find alternative employment. The Director, People and Workforce Strategy, Sharon Champness commented that Human Resources staff aim to keep detached staff members informed during redeployment but behaviours should not be encouraged whereby staff members think that they have no responsibility in identifying and applying for positions.

**Action 1.2:** Union – send redeployment guideline document to University for consideration.

### **1.3 Staff evaluation of change processes**

The Associate Director, Employee Relations, Mr Paul Munro advised that a report regarding the evaluation of the UON Students change process was sent to staff on 1 June 2015.

Union representatives enquired as to whether the survey responses were edited for the purposes of the report. The Director, People and Workforce Strategy, Sharon Champness responded that she did not believe that the data had been edited or reported selectively, however, it was likely that any comments that may have identified individual respondents would have been excluded or edited to ensure confidentiality.

Union representatives provided feedback from UON Students staff members including issues with resources and stress. Concern was expressed that this might have an adverse impact on enrolment and the student experience.

Discussion followed regarding the sentiment for change expressed in the survey with a majority of the staff respondents expressing lack of clarity with regards to their role in the new structure. Ms Champness noted that with change processes there is a bedding down period and would be interested to see whether this sentiment is reflected in the Your Voice survey later in the year.

Union representatives requested an electronic copy of the report be sent to Committee members and enquired whether future change processes will be evaluated by a survey. Ms Champness explained that the University will choose a method to get feedback appropriate to each change process.

**Action 1.3:** University – forward electronic copy of Students change survey report to Committee members.

### **1.4 Further Change Processes**

Union representatives sought information on any further change processes. The Director, People and Workforce Strategy, Sharon Champness advised that a change in IT is being considered but there are no formal documents or timeframes at this stage.

## **2. REVIEW OF POLICIES AND PROCEDURES - STANDING ITEM**

No items listed for discussion.

### 3. IMPLEMENTATION OF A RECOGNISED EXTERNAL JOB EVALUATION METHOD

In response to a request by Union representatives, Ms Sharon Champness, Director, People and Workforce Strategy, confirmed that an information session is to be held on 18 June 2015 to build understanding of how the Mercer system works. Ms Champness commented that the information session could also be an opportunity to explore the interaction of the HEW level descriptors and the Mercer system for evaluating positions at the University.

### 4. INTERNAL REVIEW OF SERVICES

Union representatives commented that 4 positions in the IFS restructure were going to be reviewed after 12 months. However, staff were now being advised that the whole of Operations will be reviewed and that the contractor Transfield would be involved in outsourcing.

The Director, People and Workforce Strategy, Sharon Champness advised that she did not have this information and undertook to follow up on this item and provide feedback to the Committee.

**Action 4:** University – follow up on review of Operations and involvement of Transfield.

### 5. ENTERPRISE AGREEMENT (EA) IMPLEMENTATION – PROFESSIONAL SPECIFIC

Union representatives wished to follow up on the implementation of the Voluntary Rotation Scheme in the Professional Staff Enterprise Agreement 2014.

The Director, People and Workforce Strategy, Ms Sharon Champness expressed the view that it was intended to try to use secondment arrangements in the future to focus on development opportunities for staff rather than simply a staffing strategy. Ms Champness introduced Sarah-Jane Tasker from the Workforce Strategy and Transformation team and advised that Ms Tasker is leading a project looking at secondment arrangements for University staff members.

Discussion followed on the process for organising secondment opportunities with Ms Champness considering an approach to advertising secondments similar to an internal job vacancy site rather than a central register.

NTEU representative, Lance Dale expressed the view that such arrangements should not be limited to secondments as the Enterprise Agreement included a Voluntary Rotation Scheme as a separate arrangement. Ms Champness responded that the specific wording of the clause does not commit to anything other than a secondment process however the University wishes to explore how more development opportunities can be created through job swaps and job rotation. It was discussed that the unions and University's desired outcomes were aligned around this work. Ms Champness suggested the establishment of a working group to explore staff initiated job swap/voluntary rotation arrangements. The working party will be facilitated by Ms Tasker. The Unions and the University will nominate representatives for the working group.

**Action 5:** University – follow up with Sarah-Jane Tasker from the Workforce Strategy and Transformation team on the job swap/voluntary rotation working group  
Unions/University – nominate representative for working party

**6. ANY OTHER BUSINESS**

No items discussed.

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*Meeting closed approximately 11.38am*