

THE UNIVERSITY OF NEWCASTLE

PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)

Notes of a meeting of the **Professional Staff Consultative Committee** held at 2:00pm on Thursday 12 May 2016 in the Canberra Room, The Chancellery.

PRESENT:

University –Director, People and Workforce Strategy, Sharon Champness and Senior Employee Relations Advisor, Mark Wylie

NTEU –Samantha Harcombe, David Rambaldi, Margaret Clarke and Lance Dale

CPSU –Michelle Woodhouse and Jann Jeffries

APOLOGIES:

CPSU – Nick Koster

NTEU – Frances Munt

Chair – Margaret Clarke

Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE

1.1 Change processes update

University representatives reported that since the March 2016 meeting update:

- IT Services – 4 staff members detached; 3 elected redeployment; 1 undecided; end of redeployment dates are varied but not due to end for a number of months; No staff have elected redundancy during redeployment at this stage.
- Alumni and Philanthropy – 8 staff declared detached; 5 elected VSP (3 prior to detachment); 3 elected redeployment including 1 who has since elected redundancy effective 25 May 2016; end dates for redeployment are August to September 2016.
- IFS – consultation period extended; Proposal Paper presented to staff on 9 May 2016 and signed off by VC; implementation plan to be presented to staff shortly.
- Research and Innovation Division – date for launch of change not yet known but expected within weeks.
- Creative Industries – date of launch not yet known but Consultation Paper should be expected in 4 to 6 weeks.

2. MARKETING

CPSU representative, Jann Jeffries sought information on the review of marketing at UON. She flagged that reference to marketing in the title of PDs in recent change processes had been removed and questioned the rationale and consequence of this in light of an impending formal change process. Ms Jeffries also noted that in addition to the title change the PDs may not accurately reflect the duties required of the position including marketing.

The Director, People and Workforce Strategy, Sharon Champness responded that a review of marketing is in process and was communicated to staff who were encouraged to make submissions.

Ms Champness explained that the review had not yet been finalised but expected formal change would follow.

3. STUDENT CENTRAL PDs

NTEU representative, Lance Dale provided feedback from staff in Student Central that some PDs were too generic and applied to several positions. As a consequence staff were unclear about what their jobs actually required and lacked direction.

The Director, People and Workforce Strategy, Sharon Champness noted that area management are working on projects and process improvement initiatives and expected that role clarity would be addressed in these processes.

4. RECLASSIFICATION AND PRD

NTEU representative, Lance Dale noted that under the enterprise agreement an assessment of job value (classification) follows from PRD, however, some staff were being denied the opportunity for re-classification because they had not had PRD discussions for several years if at all.

The Director, People and Workforce Strategy, Sharon Champness, responded that there are regular staff communications and articles in In the Loop to encourage PRD discussions. To gain feedback on PRD experiences an internal survey was run last year, however, the feedback provided was very mixed. The Your Voice survey also provides another opportunity to give feedback and measure staff PRD experiences. Discussion followed as to the reasons why PRD may or may not happen. Ms Champness encouraged Committee members to put forward suggestions on how to improve the take-up on PRD.

5. YAMMER AND EOI

NTEU representatives flagged that Student Central job vacancies were advertised through Yammer as an EOI process for Student Central staff rather than more broadly through HROnline. Student Services Officer and, Access Transition Officer were two such positions and were offered on a continuing basis. Union representatives commented that only advertising on Yammer would limit applications from staff external to Student Central specifically impacting staff detached in change processes expressing preference of employment.

The Director, People and Workforce Strategy, Sharon Champness indicated that such an approach did not seem to be the ideal approach to recruitment but noted that the current procedure may allow for roles to be advertised on Yammer and will follow up with area management as required. Ms Champness explained that the recruitment procedure had recently been revised and was with the VC for sign off. In the revised procedure it is proposed that HEW 8 or above roles must be advertised externally unless there is a valid reason not to do so and, roles below HEW 8 must be competitively recruited.

In addition, NTEU representative, Lance Dale sought clarification on external advertising of IT positions. Mr Dale tabled the HEW8 Innovation Specialist PD available to staff via HR Online and two external online advertisements for this position. He noted, however, that the job titles and wording in the external ads appeared to be different than the internal. Ms Champness undertook to follow up with the HR Recruitment team.

Action 5: University – follow up on (i) advertising positions via EOI on Yammer; (ii) recruitment of IT positions regarding different wording and titles in external advertising

6. CASUAL SHIFT ALLOWANCE

NTEU representative, Lance Dale flagged that some casual staff working on weekend were unsure of the applicable penalty rates. University representatives commented that penalty payments are signed off by the supervisor and submitted to payroll.

7. EA IMPLEMENTATION – PROFESSIONAL SPECIFIC

7.1 Voluntary Job Rotation Scheme

University representatives reported that work on the schemes proposed by the Working Party was continuing, in particular:

- 3 enquiries about the Voluntary Rotation Scheme have been received since last reported in March. However, there have been no EOIs submitted so far.
- Internal secondments are occurring regularly (reported CSCC meeting 12 May 2016)
- Job shadowing continues to be implemented across UON including recent HR Business Partner shadowing.

NTEU representative, Lance Dale expressed disappointment with the take-up of the Voluntary Rotation Scheme and requested that the Working Party be re-convened to progress the initiatives. The Director, People and Workforce Strategy, Sharon Champness responded that the scheme had been communicated to staff in PRD discussions and in In the Loop articles. Ms Champness indicated that she would review the work that has been done and consider the merits of convening the Working Party to look at what can be done to go forward.

Action 7: University – review work of Voluntary Rotation Scheme and consider re-convening Working Party

8. ANY OTHER BUSINESS

CPSU representatives enquired why the full submissions made for the IFS change were not published on the web with the Proposal Paper.

University representatives explained that the summary document that is an attachment to the Proposal Paper is a comprehensive summary of the submissions received and collated by Employee Relations. In addition to the summary document, area management are also provided with a copy of the full “de-identified” submissions to inform responses and amendments to the changes proposed. Following feedback that staff were identified by publishing the full submissions they are no longer published in addition to the summary document.

Meeting closed approximately 3.15pm