

THE UNIVERSITY OF NEWCASTLE
PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)

Notes of a meeting of the **Professional Staff Consultative Committee** held at 1:00pm on Thursday 15 September 2016 in The Finance Meeting Room, The Chancellery.

PRESENT:

University – Sharon Champness, Mark Kelly and Mark Wylie
NTEU – Jenny Whittard, Lance Dale and, David Rambaldi
CPSU – Jann Jeffries

APOLOGIES:

CPSU – Sue Freeman
NTEU - Margaret Clarke, Fran Munt and Samantha Harcombe

Chair – Mark Kelly

Note-taker – Ruth Hartmann

1. ORGANISATIONAL CHANGE – STANDING ITEM

1.1 Change Processes

The Associate Director, Employee Relations and HR Partnering, Mark Kelly provided an update of organisational change processes in IFS and R&I Division as follows:

- IFS – 16 detached; 16 VSPs; 10 elected redeployment in UON; 1 elected redeployment outside UON; 2 redeployed; 1 redundancy in redeployment period; and 1 redundancy at end of redeployment period.
- R&I Division – 1 detachment; 7 VSPs.

Discussion followed regarding the IFS change process, specifically logistics and security services. Mr Kelly noted detachment letters had been withdrawn pending a review of logistics operations in the next 12 months.

Union representatives requested confirmation of the timing of the 12 month review, for example, did it commence at the date that the detachment letters were rescinded?

Mr Kelly reported detachment letters for security staff had also been withdrawn as a result of industrial proceedings and, contracts arrangements for an external security service provider were progressing.

NTEU representative, Lance Dale requested it be noted that the NTEU congratulates the advocacy of the CPSU during the IFS change process particularly support provided for security staff.

Union representative sought information on training for staff affected by the IFS change to gain skills and qualifications that may be required to gain employment with an external employer. Mr Kelly explained that detached staff could elect redeployment outside the University. This option offers a suite of career transition assistance support including the opportunity to work with a specialist career transition provider to develop a career transition plan. The plan may include retraining and job search assistance.

Action 1.1: (i) University – confirm dates of 12 month review of Logistics.

1. TECHNICAL OFFICERS

CPSU representative, Jann Jeffries noted that recent change processes had impacted on Technical Officer (TO) positions. Ms Jeffries flagged that there may be a lack of understanding about the specialist nature of these roles as generic TO PDs were being released for the changes. She sought information as to whether there was a University wide approach to generic TO PDs.

Mark Kelly, Associate Director, Employee Relations and HR Partnering responded that he was not aware of such an approach and each change process was unique to the area.

2. JOB ROTATION

Mark Wylie, Acting HR Business Partner for Academic Division shared information regarding Library Services approach to job rotation. Of the Library's 90 staff 29 were not currently working in their substantive role. Mr Wylie explained that there was a lot of staff movement throughout the Library and opportunities for internal staff were a priority.

3. CHRISTMAS SHUTDOWN

Following on from discussion at the July 2016 meeting, CPSU representative, Jann Jeffries flagged that some staff want to work over the Christmas shutdown period. Communication from HR indicated flexibility about not having to take leave at that time but staff had reported that their personal requests could not be accommodated.

The Associate Director, Employee Relations and HR Partnering, Mark Kelly responded that there had to be an operational requirement for staff to work across the shutdown. Ms Jeffries suggested that the wording of the communication should be stronger, for example, 'only in exceptional circumstances'.

The Director, People and Workforce Strategy, Sharon Champness added that taking leave at this time allowed staff to spend time away from work and return energised in the new year. Ms Champness undertook to consider Ms Jeffries comments but noted this was not a broad concern for staff and she was reluctant to make changes based on the issue of an individual.

Action 4: University – consider revision communication regarding Christmas closure regarding direction to take leave.

4. ANY OTHER BUSINESS

NTEU representative, Lance Dale requested information regarding key professional staff projects.

Sharon Champness, Director, People and Workforce Strategy noted culture initiatives such as the hackathon and the 2 day staff conference at the end of September 2016.

Meeting closed approximately 2.30PM