

THE UNIVERSITY OF NEWCASTLE

PROFESSIONAL STAFF CONSULTATIVE COMMITTEE (PSCC)

Notes of a meeting of the **Professional Staff Consultative Committee** held at 11:30am on Thursday 13 July 2017 in The Finance Meeting Room, The Chancellery.

PRESENT:

University – Mark Kelly

NTEU – Samantha Harcombe, David Rambaldi, Frances Munt, Jenny Whittard, and Lance Dale

CPSU – Ron Hunter

APOLOGIES:

University - Tina Crawford

CPSU – Nick Koster, Sue Freeman, Mark Smith and Cassandra Giudice

NTEU - Margaret Clarke

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 on change processes as follows:

- IFS – outsourcing of UON bars and cafes arising from the 2016 change process is in late stage discussion with a provider with late August 2017 expected as commencement date. The impacted UON casual and fixed term staff have been kept informed throughout the process. Mr Kelly confirmed that severance payments would be made for eligible fixed term staff, however, casual employment is not continuous service and would not be taken into account for severance payments.
- Financial Services – Consultation Paper launched on 30 June 2017. Submission period ends 13 July 2017.
- Assurance Services – Consultation Paper launched on 4 July 2017 and submissions received until 18 July 2017.
- Alumni and Philanthropy – One-person change process in progress.
- Marketing – launch of Consultation Paper expected late July 2017.
- IFS and SPP - Consultation Papers in development.

University representatives provided an update on number of VSPs and redundancies from recent change processes as follows:

- Alumni & Philanthropy 2016 – 5 VSPs and 2 redundancies
- IFS 2016 – 23 VSPs and 7 redundancies
- R&I Division 2016 – 12 VSPs and 1 redundancy
- SOCI 2016 – 11 VSPs
- SEEC 2016 – 3 VSPs and 1 redundancy.

2. ORGANISATIONAL DESIGN

Mark Kelly, Associate Director, Employee Relations and HR Partnering reported that Phase 2 of the ODP are focused on student facing areas with the overarching objective of improving the student experience. Likely areas impacted by Phase 2 include; Academic Division, International and Advancement, Research & Innovation Division, IT Services and, Schools and Faculties.

It was confirmed that Phase 2 was still at the conceptual design phase and that no change papers have been drafted to date nor have any discussions occurred at position levels. DVC (A) and PVCs currently meeting to discuss the conceptual design. It is anticipated a plan will be in place by November which effectively would be the starting point for the re-design process and could take the next year or 2 to roll out/implement. Data collected by PIP would also be used to inform this phase. NTEU representatives commented that the communication regarding phase 2 has been almost non-existent and asked that more information be provided to staff on a regular basis providing more detailed information rather than a more general overview. Affected staff at all levels should also have the opportunity to provide feedback concerning their areas and/or positions. There was also a concern raised that some areas such as Academic Division were being encouraged to undertake resume/application writing courses and that this did concern some staff as they weren't sure what exactly this meant for their positions.

Action 2: University – follow up with ODP Steering Committee regarding request to provide regular detailed information on phase 2 of ODP.

3. INDIGENOUS EMPLOYMENT - (item was referred from the 13 July 2017 CSCC meeting)

Tareka Chatfield, Indigenous Employment Coordinator and Rachel Fowell, Equity and Diversity Manager advised that the Indigenous Employment Strategy was now in final draft and will be circulated for further consultation including the CSCC and Indigenous Employment Committee. The draft strategy, expected to be finalised in September, was not significantly different to the previous strategy with the main change being a reduction in the targeting of cadet positions from 40 to 20 due to increased requirements from the Department of Prime Minister and Cabinet.

Ms Chatfield reported that the Pro-Vice Chancellor, Indigenous Education and Research, Steve Larkin is proposing a change to the structure of the Indigenous Employment Committee with the intention that membership is focused at PVC and AD level to ensure that leaders with decision making delegation and capacity to operationalise strategies are present.

With respect to targeted Indigenous positions, Ms Chatfield reported that there had been 6 targeted roles of which 4 professional staff appointments had been made since the beginning of 2017. The overall 3.9% target for staff identifying as Indigenous was progressing with a current head count of 81 or 2.6%.

Discussion followed regarding ODP and the importance of support for indigenous staff that may be affected in change processes. University representatives undertook to follow up with the Indigenous Employment Coordinator regarding wording in change papers.

Action 3: University – follow up with Indigenous Employment Coordinator regarding measures to support Indigenous staff affected by change and appropriate wording to reflect measures in future consultation papers.

4. CATEGORIES OF EMPLOYMENT

Following up on a request from the CPSU at the last PSCC meeting the Associate Director, Employee Relations and HR Partnering, Mark Kelly presented a series of slides on number of staff employed in continuing, fixed-term, contingent and casual categories.

5. FIXED TERM EMPLOYMENT

Following up on a request from the CPSU at the last PSCC meeting the Associate Director, Employee Relations and HR Partnering, Mark Kelly presented a series of slides on number of staff employed under each category of fixed-term employment.

6. SECONDMENT

Following up on a request from the CPSU at the last PSCC meeting the Associate Director, Employee Relations and HR Partnering, Mark Kelly presented a series of slides on the incidence, frequency and duration of secondments.

7. VOLUNTARY ROTATION SCHEME

Following up on a request from the CPSU at the last PSCC meeting the Associate Director, Employee Relations and HR Partnering, Mark Kelly reported that the development opportunities such as Voluntary Rotation Scheme and job shadowing are available to staff and are typically discussed as part of PRD. To date, however, there had not been any expression of interest received from staff regarding the Voluntary Rotation Scheme.

8. ANY OTHER BUSINESS

Meeting closed approximately 12.30pm