

SENIOR LEADER MOVEMENT STANDARDS



Purpose: To enable greater cross-agency movement and development of senior leaders in the Public Service Leaders Group or Career Board cohorts.

These standards set out expectations for Chief Executives and senior leaders whether the movement be for individual development, agency and/or system need.

The standards are designed to help agencies minimise and navigate the practical issues that can act as perceived or actual barriers to movement within agencies or across the system. They set out the minimum expectations for all agencies, unless otherwise agreed between the parties involved. This allows for a degree of flexibility without being completely prescriptive.

Assumptions

- Moves are undertaken with the consent of the CE and the individual
- All individuals have an up to date development plan
- Opportunities taken are aligned to development, agency and/or system need.

Legal Considerations

- When an employee moves between agencies on a temporary basis, the underlying employment relationship with the original employer remains intact throughout
- Sections 60, 61 and 65 of the State Sector Act (1988) do not apply to Section 49 secondments. For permanent opportunities, usual merit-based selection applies.

ELEMENTS		Shadowing	Job Swaps	Governance Board	Taskforce/project	Part time/Job shares	Acting/Secondment
BEFORE	Responsibilities	<ul style="list-style-type: none"> • Home and Host managers, with the individual, agree and document their respective responsibilities. 					
	Duration	<ul style="list-style-type: none"> • Opportunities are to be of a reasonable and temporary nature aligning with the specific development need of the individual, or the agency/ system need. • Where secondments continue for lengthy periods, e.g. over 18-24 months, employers should seriously review whether the position should be advertised and filled on a permanent basis. In exceptional circumstances, based on genuine reasons and reasonable grounds, a secondment up to a maximum of 3 years may be warranted. • A clear timeframe for the opportunity is agreed prior to the move 					
	Substantive Position				<ul style="list-style-type: none"> • For opportunities under 12 months the individual retains an ongoing expectation of employment in their substantive position. • For opportunities over 12 months, the individual retains an ongoing expectation of employment in their Home agency, in a suitable alternative position. 		
	Remuneration				<ul style="list-style-type: none"> • The remuneration paid for the duration of the opportunity is to be no less than the individual's substantive remuneration package and the costs are to be met by the Host agency. • Remuneration per annum may change following a Home agency remuneration review. • Agencies are to share the difference in cost if the opportunity remuneration is less than the substantive. • As a guide, the Home agency should consider covering the cost if the opportunity is less than 3 months. 		
	Allowances				<ul style="list-style-type: none"> • A Higher Duties Allowance (HDA) or Special Duties Allowance (SDA) is to be paid if the size/complexity of the opportunity is substantially greater than the individual's substantive position. • The cost of any HDA or SDA is to be met by the Host agency. 		
	Terms and Conditions				<ul style="list-style-type: none"> • Terms and conditions in the individual's employment agreement (including. leave, superannuation, entitlements, management of change provisions or any entitlements about redundancy) apply. 		
DURING	Support	<ul style="list-style-type: none"> • Procedures are in place to enable people to connect with their Home agency regularly and to ensure expected development is being gained. 					
	Confidentiality, Conflicts of Interest, Intellectual property	<ul style="list-style-type: none"> • Individuals will abide by both Home and Host agency Codes of Conduct, and policies, procedures and practices relating to confidentiality, conflicts of interest, copyright and intellectual property. 					
	Performance Management	<ul style="list-style-type: none"> • Performance management is a shared responsibility between the Home and Host agencies. The Host agency is responsible for performance management in relation to the opportunity and for providing feedback to the Home agency at agreed intervals. • The Home agency is responsible for the individual's remuneration reviews in consultation with the Host agency. • The Host agency should involve the Home agency on issues arising during the opportunity, if appropriate. Any disciplinary or dismissal decisions are the responsibility of the Home agency. 					
AFTER	Transition/ Reintegration	<ul style="list-style-type: none"> • At completion of the opportunity, the Home and Host agencies, with the individual, evaluate lessons learned and development gained. • For opportunities 12 months or longer, the Home agency, assisted by the Host agency (and the Career Boards if appropriate), develops a reintegration plan and/or identifies the next opportunity. • If at the end of an opportunity of over 12 months, a suitable alternative position cannot be found for the individual at the Home agency or in the wider State Services, provisions in the individual's employment agreement, including any entitlements about redundancy, apply. 					