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| Name of Policy | Job Redesign, Skills Enhancement and Role Flexibility for General Staff Policy |
| Description of Policy | <i>This policy covers the arrangements for the job redesign, skills enhancement and role flexibility for general staff members at the University</i> |
| <input type="checkbox"/> New Policy <input type="checkbox"/> Revision | |
| Description of Revision | <i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i> |
| | <i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i> |

Human Resources Directorate

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| Policy and Revision Number | |
| Original Effective Date | |
| Review Due Date | |
| Revision Effective Date | |
| Senate Approval Date | |
| Vice Chancellor's Approval Date | 7 April 2008 |

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1 Background Information

This policy has been developed in support of the provisions relating to job redesign, skills enhancement and role flexibility for general staff at ACU.

2 Policy Statement

To support continuous performance improvement at ACU, all general staff will actively engage in a process of on-going job redesign and accept role flexibility accompanied by the skills enhancement needed to accommodate the University's changing needs. The processes set out in this policy in relation to job redesign will also facilitate career development opportunities for general staff through the necessary acquisition of new skills and experience that accompany job redesign.

3 Policy Purpose

At ACU it is recognised that because of change processes that occur over time, the functions and responsibilities of positions will require consequential review and change. This policy sets out the process to be applied when nominated supervisors of general staff need to adapt to these changing circumstances. Where a significant change(s) to a position occurs, the General Staff Classification Policy will apply to the review of the classification of that position.

4 Application of Policy

This policy applies to all general staff members of the University.

4.1 In implementing job redesign the following principles will be adhered to:

4.1.1 if the position is currently occupied, the purpose of job redesign shall not be to cause a staff member incur a loss of salary, conditions or status although it is recognised that a potential outcome of the process may result in a position be reclassified at a lower classification level;

4.1.2 the staff member will be consulted on her/his career aspirations, skills and relevant talents and, to the extent possible, these factors will be considered when redesigning the position subject to meeting the requirements of the University;

4.1.3 when discussing with the University the redesign of her/his position a staff member may be assisted by a representative of her/his choice, providing that person is not a practising solicitor or barrister;

4.1.4 if the staff member can demonstrate that the proposed job redesign would result in a diminution of status or career prospects, the University will seek to resolve the staff member's concerns in discussion with the staff member. Where the matter cannot be resolved, the University grievance management process may be utilised;

4.1.5 the University will provide the staff member with access to training and/or experience in order to assist her or him perform any new tasks required as part of the newly redesigned position;

4.1.6 eligibility for incremental progression shall not be adversely affected as a consequence of job redesign; and,

4.1.7 the duties of the redesigned position will not breach any legislative obligations.

4.2 Within the constraints of its geographic dispersion and financial circumstances the University will consider ways of enhancing the career prospects of its general staff through job rotation and lateral transfer which will be implemented in appropriate areas as opportunities arise.

5 Approvals

Requests to redesign positions must be submitted by nominated supervisors to the appropriate delegated officer for approval. Information on who are delegated officers for job redesign is available in the University Staff Delegations which are published on the Human Resources website.

6 Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

7 Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.