

Good afternoon Jen and Simon

Please find below responses to your questions.

1. If I have been matched to roles in different units do I have to do an application for each?

Employees subject to a panel suitability determination at Step 2.2 of the placement process will only need to complete one written application for all the roles for which they are being considered for assignment.

2. Will the Director of each unit convene a panel to assess applicants for the roles within their team or will there be one panel?

There will be one panel comprised of the relevant Directors (or delegates) of each functional area in which the roles are located.

3. Do we nominate an order of preference for the roles we have been matched against?

Where an employee is found suitable for more than one role and these roles are in different functional areas, the employee will be asked by the Change Coordination team to nominate their role preference for assignment. Where an employee is found suitable for more than one role in the same functional area, the Director will determine the role to which the employee will be assigned.

4. What will be the process for applying for the roles?

On 21 April 2016 staff were advised in writing about the process and issued with the FAQs that described the process. This information has been provided to the PSA in earlier documents but I have attached another copy of the FAQ sheet to this email.

5. If I am unsuccessful at achieving a role I have been matched against, and that role remains vacant, can I then self-match to this role in the next stage?

If staff are not assigned to a role through the panel suitability determination process, they will be eligible to self match to remaining unfilled roles at Step 3 of the placement process.

6. If someone receives a redundancy before the recruitment process is commenced – ie the number of people are the same as roles – do we still have to go through Step 2.2. or do we revert to direct matching? (We have been advised informally that we can apply for a VR prior to the matching process being commenced)

Staff cannot “apply” for a VR. Ongoing employees who are not assigned to an ongoing role at the end of the placement process will be declared excess and offered VR. This is consistent with the Public Service Commission’s *Managing Excess Employees Policy* and the *Agency Change Management Guidelines*.

7. Why were some 9/10’s direct matched and other’s weren’t? How was the decision made to appoint these people – on what basis? Who made these decisions?

Ongoing employees at Clerk Grade 9/10 level were directly assigned to a role where they were:

- at the same substantive grade;

- in the same or substantively the same role; and
- there were the same or more ongoing roles than employees.

A functional analysis was undertaken of the existing role description and the new role descriptions to determine if roles were the same or substantially the same. This functional analysis was undertaken by the Change Coordination team in the Human Resources Directorate, in consultation with the relevant Executive Director or the relevant Director or manager nominated by the Executive Director.

In undertaking the functional analysis of the existing role description and the new role descriptions, where the roles were not considered the same or substantially the same, but there were ongoing role/s of a similar function in the new structure at the same substantive grade, and there were more ongoing employees than ongoing roles being considered, a panel will determine suitability of the employee for assignment to the identified roles.

8. How was the role-matching process undertaken? What quantifiers were used to determine which roles to match people to for step 2.2?

See above.

9. Is there a change management plan and communication strategy? When will these be available to staff?

CMP

A Change Management Plan (CMP) for the reoriented People and Services Directorate was approved by the Deputy Secretary, Corporate Services in late March 2016. That plan included:

- context/rationale for the change;
- details of the consultation process;
- copy of the consultation feedback report;
- copies of final org charts and role descriptions;
- analysis of overall change in numbers and types of classifications;
- details of communications with staff and consultations with unions; and
- proposed placement process.

All of these topics were discussed with the PSA prior to the CMP being submitted for approval. Extensive documentation regarding these topics that formed the CMP were provided to the PSA during the consultation process. It has not been the practice of the Department in the past to provide a copy of the final CMP to staff as this information would already have been provided to staff and unions as part of the consultation process.

Employee communication strategy

The employee communication strategy consists of the following active strategies.

- Establishment of a dedicated Corporate Services realignment website as the central source of information for all aspects of the reorientation.
- Establishment of a dedicated email address where staff can ask questions and provide feedback

- Face to face briefings to Directors, Senior Managers on 1 February 2016 1/2/16 and affected staff throughout the week beginning 1 February 2016 to provide an overview of the proposed organisational changes, outline the staff consultation process and answer questions.
- Regular emails from the Executive Director updating staff on important issues.
- Ongoing meetings with the PSA.
- Ongoing provision of written advice to PSA regarding staff communications.
- Email to affected staff advising of publication of final organisational charts and role descriptions on website, as well as additional information (FAQs) on next steps (including placement process).
- Provision of contact details of the Employee Assistance Program (EAP) to staff.
- Offer of Job seeking skills workshops to staff not assigned to a role at Step 1 of the placement process to assist them in preparing their resume, writing job application and interview techniques.

More than happy to arrange a further meeting if the PSA would like to meet again.

Regards

bev

Bev Charlton

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From: Jennifer Mitchell [<mailto:JMitchell@psa.asn.au>]

Sent: Tuesday, 26 April 2016 9:57 AM

To: Charlton, Beverley

Subject: Corporate Services Restructure

Hi Bev,

Paul Townsend is currently on leave, and I've been asked to step back in to look after the Corporate Services restructure temporarily.

We've had a number of members asking us for clarification around some issues in relation to the placement process. Would it be possible to please get a response on each of the following?

1. If I have been matched to roles in different units do I have to do an application for each?

2. Will the Director of each unit convene a panel to assess applicants for the roles within their team or will there be one panel?
3. Do we nominate an order of preference for the roles we have been matched against?
4. What will be the process for applying for the roles?
5. If I am unsuccessful at achieving a role I have been matched against, and that role remains vacant, can I then self-match to this role in the next stage?
6. If someone receives a redundancy before the recruitment process is commenced – ie the number of people are the same as roles – do we still have to go through Step 2.2. or do we revert to direct matching? (We have been advised informally that we can apply for a VR prior to the matching process being commenced)
7. Why were some 9/10's direct matched and other's weren't? How was the decision made to appoint these people – on what basis? Who made these decisions?
8. How was the role-matching process undertaken? What quantifiers were used to determine which roles to match people to for step 2.2?
9. Is there a change management plan and communication strategy? When will these be available to staff?

Kind regards,

Jen Mitchell
Industrial Advocate