



10 July 2017

## Department of Education Conversion of temporary employees to ongoing in schools covered by GSE act

### Non SAS Staff in schools

Conversion of temporary employees to ongoing in schools covered by the Government Sector Employment Act 2013 (GSE Act)

Your union, the PSA, has been advised about the conversion of 21 temporary classifications in the Department of Education (DoE) to ongoing roles covered by the GSE Act.

To be GSE Act compliant by 23 February 2018 the DoE has to convert the existing statement of duties and position descriptions to GSE-compliant role descriptions based on the capability framework. The factsheet 'Role Descriptions' can be found [HERE](#).

[psa.asn.au/wp-content/uploads/2017/07/School1.pdf](http://psa.asn.au/wp-content/uploads/2017/07/School1.pdf)

The DoE has released these draft role descriptions first:

- General assistant
- Groundsman
- Stores officer
- Driver/General assistant (not solely GA)
- Community liaison officer
- Student support officer – classification youth outreach worker
- Maintenance officer
- Recreation coordinator – Sport & Rec Officer
- Technical support officer (computer hardware and software support)

The DoE is seeking feedback on the draft role descriptions by comparing them to your current position descriptions and other duties you may perform that are not stated in the draft role description and current position description.

Your union is seeking your assistance to provide feedback. Please email us at [cbird@psa.asn.au](mailto:cbird@psa.asn.au) or [aboulton@psa.asn.au](mailto:aboulton@psa.asn.au). We will contact you and email you the relevant draft role description for you to provide feedback.

We are also trying to contact non-members. We see this as an opportunity to grow the PSA and to assist members to be converted from temporary to ongoing roles. We seek your assistance to forward this bulletin to other staff in these roles. Should they contact us we will encourage them to join the PSA and then provide feedback. Any help you can provide to enable us to make contact with affected non-members so that they can join the PSA and participate in the survey is appreciated.

The PSA has until Friday 28 July to provide feedback to DoE. It would greatly assist if you could email us by Friday 14 July to obtain your draft role description and provide your feedback by Friday 21 July.

If you want to provide feedback or forward to us names of non-members email Chris Bird, Organiser at [cbird@psa.asn.au](mailto:cbird@psa.asn.au) or Andrew Boulton, Industrial Officer at [aboulton@psa.asn.au](mailto:aboulton@psa.asn.au).

