

Temporary Assignments Procedure

E4_2

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Temporary Assignments

A person employed in the Public Service agency may be temporarily assigned to another role in the agency if the person who is usually assigned to that role is unavailable for any reason or there is no person assigned to the role ([GSE Rule 11](#)). Temporary assignment (TA) may be at level, or to a higher or lower classification of work or band.

At-level temporary assignment

For roles at level, temporary assignment ([rule 11](#)) should be used instead of assignment (GSE Act [s38](#) and [s46](#)) when two conditions are met:

- the assignment is for a defined period (usually short); and
- the employee is expected to return to their most recently assigned role at the end of the temporary assignment.

At level temporary assignment of senior executives is within the same Public Service agency or to another Public Service agency and may be to:

- a role in the same band with the same work value and remuneration; or
- a role in the same band with higher work value and remuneration; or
- a role in the same band with lower work value and remuneration;

Above-level temporary assignment

Temporary assignment under [rule 11](#) will primarily be used for temporary above-level movements. Above-level temporary assignments will usually attract payment of a temporary assignment allowance.

For non-executive employees, temporary assignment to a role above-level could be either:

- to a role at a higher non-executive classification of work than the employee's ongoing employment classification of work (for example, from an ongoing clerk grade 7/8 to a clerk grade 9/10); or
- to a role in a senior executive band (for example, from a clerk grade 11/12 to a senior executive band 1 role).

Above level Temporary assignment of senior executives is within the same Public Service agency or to another Public Service agency to a role in a higher senior executive band.

Assessment requirements for temporary assignments

Merit principles will be applied to above-level temporary assignment decisions at the CSO to identify the employee best suited to the requirements of the role. The assessment requirements for temporary assignment differ based on the length of the temporary assignment. It is important to consider the possible length of a temporary assignment before an employee is temporarily assigned.

Temporary Assignments for periods less than 3 months

Temporary assignments for periods less than three (3) months may be made on the basis of the hiring manager being satisfied that the employee has demonstrated the capabilities required to perform the role (based on previous assessments, temporary assignments and /or the employee's performance in their current role in the form of their PDP, i.e., documented performance assessments undertaken within the last 12 months).

Alternatively, the Hiring Manager may call for an expression of interest (EOI) from within the team, practice group, division or organisation, and/or assess based on the EOI assessment process, if they wish to do so.

Temporary Assignments for periods of 3 months and above (up to 12 months)

At-level temporary assignment for periods of 3 months and above (up to 12 months)

At-level temporary assignments for period of three (3) months and above, up to 12 months, may be made on the basis of the hiring manager being satisfied that the employee has demonstrated the capabilities required to perform the role.

Where the at-level temporary assigned role requires different capabilities or capabilities at different levels, to those in the employees current assigned role, and the employee has not previously been assessed as having the capabilities at the level required, the hiring manager may call for an expression of interest (EOI) from within the team, practice group, division or organisation, and/or assess based on the EOI assessment process, if they wish to do so.

Above-level temporary assignment for periods of 3 months and above (up to 12 months)

Above-level temporary assignments for period of three (3) months and above, up to 12 months, including any extension of a temporary assignment which brings the total period to three (3) months or above, must be based on the EOI assessment process resulting from advertising across the organisation.

The EOI assessment process requires a minimum of two (2) capability-based assessments, one of which is an interview. The two (2) capability-based assessments will assess the individual's claim against the pre-established standards for the capabilities required for the role must include, at a minimum, an assessment of the individual's claim against the pre-established standards for the focus capabilities for the role.

The hiring manager may contact the HR Business Partner for information on the employee's performance in their current role in the form of their PDP (documented performance assessment undertaken within the last 12 months) and/or conduct a reference check, if they wish to seek additional information as part of the assessment process.

Temporary Assignments for periods for more than 12 months

Temporary assignments for periods of 12 months and above, including any extension of temporary assignment which brings the total period to more than 12 months, must be based on a comparative assessment resulting from advertising across the Public Service.

Comparative assessment requires a minimum of three (3) capability based assessments, one of which is an interview, and requires opportunity for competition with others ([GSE RULE 17](#))

Note: For extensions of above-level temporary assignment beyond two years, a further comparative assessment based on advertising across the Public Service should be conducted and the employee confirmed as the most suitable candidate.

Temporary assignment for developmental purposes

Temporary assignments for developmental purposes are a tool available to develop workforce capability. They may be used for employees performing well in their current role who have demonstrated potential to develop the capabilities at the level required for the new role. Before offering an employee a temporary assignment for developmental purposes, managers should consider the employee's overall performance, potential to develop and level of capability against the capabilities of the new role. Temporary assignments for developmental purposes may be either at level or above-level.

If an employee demonstrates that they meet some but not all focus capabilities at the level required for a role, they may be offered a temporary assignment, for a period of no more than 6 months, under the provisions of GSE rule 11 for developmental purposes.

An appropriate support and a development plan should be agreed at the outset of the temporary assignment and progress should be regularly reviewed. There should also be a review of performance at the end of the temporary assignment, which may include formal assessment elements, and the outcome should be discussed with the employee.

Please refer to the [Assignment to role guidelines](#) for details

Process for temporary assignments

The process for temporary assignment differs based on the length of the temporary assignment. It is important to consider the possible length of a temporary assignment before requesting approval to fill a vacancy via temporary assignment.

Temporary Assignments for period less than 3 months

| Step | Responsible | Action |
|--------------------------|-----------------------------|--|
| Request approval | Legal Support Manager (LSM) | <p>Create a requisition using the e-recruitment system (Taleo) using the Temporary Assignment template and seek approval from the delegated authority.</p> <p>The requisition will include appropriate justification for:</p> <ul style="list-style-type: none"> • filling the vacancy via TA • confirmation that the TA period will not extend to 3 months • details of shortlisted candidate including criteria used to select shortlisted candidates and confirmation from the Hiring manager that they are satisfied the candidate has demonstrated the capabilities required to perform the role. <p><i>Note:</i> HR and Finance approval needs to be sought before the requisition can be routed to the delegated authority for final approval.</p> |
| Approve TA request | Delegated Authority | Review and approve request to fill vacancy via temporary assignment. |
| Communication of outcome | Hiring Manager | Communicate TA outcome to the successful candidate/s and discuss TA details. |
| Offer Documentation | LSM | Confirm TA details via email to the successful candidate and cc CSO HR <insert link to email format> |
| System Updates | LSM | Complete UMF for commencement of TA. |
| | Successful employee | Discuss performance outcomes relevant to the TA with manager and if required, updates the MyPDP form. Submits TA allowance claim for the specified period to the appropriate delegate. |
| TA ends | LSM | <p>Complete UMF for extension /cessation of TA, as applicable.</p> <p><i>Note:</i> Extension of a TA which brings the total period to three (3) months or above will be redirected to HR for processing through the EOI Assessment process.</p> <p><i>*If assignment ends earlier than expected, a new UMF is required and a ticket raised to advise payroll to end the allowance.</i></p> |

Temporary Assignments for periods of 3 months and above (up to 12 months)

| Step | Responsible | Action |
|-------------------------------|-----------------------------|---|
| Request approval | Legal Support Manager (LSM) | Create a requisition using the e-recruitment system (Taleo) using the Temporary Assignment template, provide appropriate justification and seek approval from the delegated authority. <i>Note:</i> HR and Finance approval needs to be sought before the requisition can be routed to the delegated authority for final approval. |
| Approve TA request | Delegated Authority | Review and approve request to fill vacancy via temporary assignment. |
| Advertise | LSM | Confirm approved requisition details and share any additional details that need to be included in the job ad with the HR team <insert link to job ad communication template>. |
| | HR | Advertise the role on the CSO EOI career page . Communicate advertisement details across the organisation. |
| Assessment Definition | HR Business Partner | Work with the Hiring Manager to define the assessment/s and interview questions applicable for the advertised role in line with the merit principles outlined in the EOI assessment process (for TA < 12 months). |
| Shortlisting Applications | HR | Share candidate details (CV, cover letter, and response to pre-screening and targeted questions) with the hiring manager. |
| | Hiring Manager | Review and confirm list of candidates shortlisted for the assessment and/or interview process. |
| Assessment | HR | Communicate shortlist and coordinate the assessment and interview process. |
| Selection | Hiring Manager | Complete recommendation report <insert link to recommendation report> and seek approval from delegated authority. |
| Approve recommendation report | Delegated Authority | Review and approve recommendation report. |
| Communication of outcome | Hiring Manager | Communicate TA outcome to the successful candidate/s and discuss TA details. |

| | | |
|---------------------|---------------------|--|
| | | <p>Communicate feedback and unsuccessful status to other candidates.</p> <p>Share signed recommendation report with the HR team.</p> |
| Offer Documentation | LSM | Confirm TA details via email to the successful candidate and cc: CSO HR <insert link to email format> |
| System Updates | LSM | Complete UMF for commencement of TA. |
| | Successful employee | <p>Discuss performance outcomes relevant to the TA with manager and if required, updates the MyPDP form.</p> <p>Submits TA allowance claim for the specified period to the appropriate delegate.</p> |
| TA ends or extends | HR | <p>Complete UMF for extension/cessation of TA, as applicable.</p> <p><i>Note:</i> Extension of a TA which brings the total period to more than 12 months will be redirected to HR for processing through the recruitment process (comparative assessment resulting from advertising across the Public Service).</p> <p><i>*If assignment ends earlier than expected, a new UMF is required and a ticket raised to advise payroll to end the allowance.</i></p> |

Related documents:

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