# Secondment Procedure

**IMPLEMENTATION**

**Aim**

This procedure prescribes the responsibilities, general conditions, eligibility and process to follow for staff secondments, consistent with the Recruitment Policy and clause 5.1.3 of the University of Adelaide Enterprise Agreement (as amended).

**1        Objectives**

**1.1**        To ensure that all secondments have been processed and approved in accordance with this procedure.

**2        Scope and Application**

**2.1        Inclusions**
This procedure applies to professional continuing and fixed term staff members.

**2.2        Exclusions**
This procedure does not apply to academic and casual staff members.

**2.3        Application**
Registering for secondments does not automatically entitle staff to a secondment opportunity within the University.

Staff are encouraged to advise their supervisor of their registration for secondment opportunities.

Supervisors will need to give staff members permission to be released from their current role should an opportunity arise and negotiate a release date.  Supervisors may also be able to see a staff member's registration depending on their level of access to the University's Online Recruitment System.

Staff are encouraged to express an interest in secondment through Planning, Development and Review (PDR) conversations with their supervisor and by networking and joining social groups.

Staff may withdraw their registration from the Secondment Register at any time.

**2.4        Recruitment System**
The University's Online Recruitment System referred to throughout this procedure is PageUp.

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**3        Process:  Registering interest on the secondment register**

| Person Responsible | Actions |
|---|---|
| **3.1**  **Staff Member** | a) Access the internal careers website at http://internalcareers.adelaide.edu.au/ci/en/listing/ and find the listing for the secondment register.<br><br>b) Complete an online application form, indicating the type of opportunity you are looking for either by classification level or by area of interest, e.g. Finance, Technology, Marketing etc. and submit your resume as part of the registration process. |

**4      Process:  Preparing to recruit for a fixed term vacancy**

| Person Responsible | Actions |
|---|---|
| **4.1**  **Hiring Manager** | a) Review the need for the position taking into account the following:<br>• strategic and operational plans for the work area and the University, budget and/or funding;<br>• current staffing structure and skill levels;<br>• current and future qualification and specialisation requirements;<br>• foreseeable changes that may impact on the work area or the position; and<br>• if the position could be offered as a secondment.<br><br>If the position is to be offered as a secondment:<br>b) Use any of the following methods to find a suitable candidate (through your Hiring Coordinator):<br>• Secondment Register (in consultation with the Hiring Co-ordinator);<br>• Internal advertisement or expression of interest;<br>• Networking, personal knowledge, etc. (follow process steps 5.1e to 5.1g); or<br>• Directly approaching a staff member who has expressed an interest. |

**5      Process: Checking and assessing candidates on the Secondment Register and making an offer**

| Person Responsible | Actions |
|---|---|
| **5.1**  **Hiring Manager** | a) Consider checking the Secondment Register for suitable candidates by your Hiring Coordinator logging into the University's Online Recruitment System. Use the Internal Mobility Quick Reference Guide for information on how to access the register.<br>b) Seek advice from a HR Advisor as necessary.<br>c) Assess candidates on the Secondment Register against the selection criteria of the vacant position.<br>d) Approach the suitable candidate directly using the details provided.<br>e) Consider how you will determine their suitability e.g. formal interview, informal discussion.<br>f) Obtain referee reports and/or written references for the suitable candidate:<br>• Contact the preferred candidate and ask permission to contact their referees.<br>• Obtain, as a minimum, a reference from the candidate's current supervisor, including the supervisor's agreement to release the staff member from their current position.<br>g) Ensure that the Secondment Recommendation Form is completed in discussion with the candidate, supervisors of the candidate's current position and seconded position, to formalise the arrangement and send to Human Resources for processing. |

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**5          Process: Checking and assessing candidates on the Secondment Register (continued)**

| Person Responsible | Actions |
|---|---|
| **5.1   Hiring Manager (continued)** | If the secondment register is not an option:<br><br>h)   Ensure the appropriate steps are followed as per the Recruitment Procedure, in order for the fixed term position to be approved in the University's Online Recruitment System.<br><br>**Note:**<br>Secondments are not processed via the University's Online Recruitment System.<br><br>Secondments that have not been advertised within the University as a minimum, will not be considered to be merit-based. Should you wish to appoint to a continuing position in the future, a merit-based recruitment process must be followed at the time unless justification can be made for a direct appointment as per the Recruitment Procedure. |

**6          Process: Offering an advertised fixed term position to an existing staff member as a secondment**

| Person Responsible | Actions |
|---|---|
| **6.1   Hiring Manager** | Where an internal applicant has been identified as the preferred candidate following a merit-based recruitment process:<br><br>a)   Determine if the position should be offered as a secondment. This will be the case when all of the following apply:<br>• the successful applicant has a current position with the University;<br>• the position advertised is a fixed term position; and<br>• the applicant's supervisor agrees to release them from their substantive position for an agreed period of time, not extending beyond the end date of their current contract (if applicable).<br>b)   Complete the Secondment Recommendation Form (Appendix A) in discussion with the candidate and supervisor of the candidate's current position, to formalise the arrangement and send to Human Resources for processing.<br>c)   Arrange for the job in the University's Online Recruitment System to be closed. |

**7          Process: Extension of a secondment**

| Person Responsible | Actions |
|---|---|
| **7.1   Supervisor/ Manager** | a)   Determine the need to extend the period of the staff member's secondment.<br>b)   Consult with the staff member and the supervisor of the staff member's substantive position, to gain mutual agreement for their secondment to be extended.<br><br>If the secondment is to be extended:<br>c)   Complete the Secondment Recommendation Form (Appendix A) in discussion with the staff member and their substantive supervisor, to formalise extension of the arrangement and send to Human Resources for processing.<br><br>If the secondment is not to be extended:<br>d)   Advise the staff member they will be required to return to their substantive position at the cessation of their secondment.<br>e)   Confirm with the substantive supervisor that the staff member will return to their substantive position. |

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**8        Process: Cessation of a secondment**

| Person Responsible | | Actions |
|---|---|---|
| **8.1** | **Supervisor/ Manager** | a)  Ensure that the staff member has completed any required work/tasks prior to returning to their substantive position. |
| **8.2** | **Staff Member** | a)  Ensure any work/tasks are finalised prior to returning to your substantive position.<br>b)  Liaise with the substantive supervisor/manager to make arrangements to return. |

**9        Process: Redundancy of a continuing staff member's substantive position during secondment**

| Person Responsible | | Actions |
|---|---|---|
| **9.1** | **Area Manager** | If the redundancy has been made in line with clause 6.7 of the University of Adelaide Enterprise Agreement:<br>a)  Inform continuing staff currently on secondment of the status of their substantive position and notify the affected staff member(s) in writing of the University's decision to make their substantive position redundant. |
| **9.2** | **HR Advisor** | a)  Provide process-related advice and support to Area Managers, Managers and/or staff regarding any Major Organisational Change process (MOC) or an individual change. |
| **9.3** | **Staff Member** | a)  Refer to clause 6.7 of the University of Adelaide Enterprise Agreement for the options available in the event of your continuing position being made redundant.<br><br>**Note:**<br>Where a staff member's continuing role is not required and is declared redundant, their employment with the University and their secondment will come to an end (subject to the staff member obtaining alternative employment with the University). However, where the University needs the work being performed in the secondment to continue, the staff member may be given an opportunity to continue the secondment or transfer to the seconded position. These situations will be considered on a case by case basis. |

**10        Definitions**

**Hiring Coordinator**
A person within a School/Branch who is responsible for moving applicants through the recruitment process. School Business Managers, Executive Assistants and Administrative Assistants often perform this role. A Hiring Coordinator may also be a Hiring Manager. Contact the Administrative Office of the relevant School/ Branch/Faculty for further details.

**Hiring Manager**
A person within a School/Branch who has a hiring need, i.e. the reporting manager of the prospective staff member. A Hiring Manager can review applications that have been assigned to them by the Hiring Coordinator.

**Redundancy**
Redundancy and Redundant mean a situation where the position occupied by a continuing staff member is identified as surplus to the University's requirements and where the job done by the staff member is no longer required to be performed by anyone.

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### 10 Definitions (Continued)

**Secondment**
The temporary transfer of an eligible staff member to another position with the University for an agreed duration.

**Substantive Position**
Substantive position is a staff member's primary position of employment for which he or she holds a contract and normally occupies.

**Supervisor**
The person who is responsible for the day-to-day supervision of a staff member as nominated by the University.

### 11 Useful information and resources

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| **11.1** | **University related documents and policies**<br>Code of Conduct<br>University of Adelaide Enterprise Agreement (as amended)<br>Recruitment Policy<br>Remuneration and Employment Benefits Policy<br>Performance, Development and Promotion Policy<br>Behaviour and Conduct Policy<br>Training Manual for Hiring Coordinators |
| **11.2** | **Related legislation**<br>Age Discrimination Act 2004 (Cth)<br>Disability Discrimination Act 1992 (Cth)<br>Equal Opportunity Act 1984 (SA)<br>Fair Work Act 2009 (Cth)<br>Australian Human Rights Commission Act 1986 (Cth)<br>Privacy Act 1988 (Cth)<br>Racial Discrimination Act 1975 (Cth)<br>Racial Vilification Act 1996 (SA)<br>Sex Discrimination Act 1984 (Cth) |
| **11.3** | **Useful Web-links**<br>HR Recruitment<br>HR Service Centre |

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