

## BROADBANDING PROCEDURE

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### 1 OVERVIEW

This procedure prescribes the responsibilities, general conditions, eligibility and actions required for Supervisors seeking to broadband a professional staff position consistent with the [Remuneration and Employment Benefits Policy](#) and clause 5.6 of the [University of Adelaide Enterprise Agreement \(as amended\)](#).

### 2 SCOPE AND APPLICATION

The procedure applies to professional staff. It does not apply to casual staff, academic staff or senior managers as described in Schedule 3 of the [University of Adelaide Enterprise Agreement \(as amended\)](#).

### 3 PRINCIPLES

- 3.1 Broadbanding is the classification of a professional staff position across two (2) classification levels. Broadbanding of a position must be consistent with the following principles:
  - 3.1.1 The work demand is ongoing and the work is commensurate with the classification standards.
  - 3.1.2 Beneficial to the University.
  - 3.1.3 Organisationally driven.
  - 3.1.4 Not a means to downgrade position(s).
  - 3.1.5 Not used as a mechanism to reduce overall staff numbers.
  - 3.1.6 Planning, Development and Review (PDR) is one of the processes for assessing performance against the classification standards.
  - 3.1.7 Subject to the approval of the relevant manager in consultation with Human Resources.

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- 3.2 Advancement to the higher HEO level is not automatic and will be subject to demonstrated performance of work, which corresponds to the next level
- 3.3 The criterion for advancing a staff member to the higher HEO level is based on the skills, knowledge and experience of the staff member in the higher level role.
- 3.4 The School/Branch/Faculty/Division is financially responsible for any increase in costs associated with the broadbanding of a position.

## 4 PROCEDURES

### 4.1 Review and consider broadbanding a New/Vacant Position

- 4.1.1 A supervisor may review a new/vacant position in line with the work area’s requirements to determine whether the duties and responsibilities warrant recommendation for broadbanding.
- 4.1.2 They may seek advice and input from the Head of School/Branch and/or HR Advisor to review:
  - 4.1.2.1 Whether broadbanding is appropriate for the position;
  - 4.1.2.2 The responsibilities and role requirements of the position; and
  - 4.1.2.3 Any matters relating to the broadbanding process.
- 4.1.3 Supervisor to review/develop two proposed position descriptions (one for each classification level) giving regard to the Professional Classification Standards – Schedule 7 of the University of Adelaide Enterprise Agreement (as amended).
- 4.1.4 Supervisor to contact the HR Advisor to arrange classification and approval of the position descriptions.

### 4.2 Review a currently filled position

- 4.2.1 Supervisors may review an existing position and consider the option to broadband but should:
  - 4.2.1.1 Consider whether the process of reclassification of the staff member’s current position is an appropriate alternative to broadbanding; and
  - 4.2.1.2 Involve the staff member in the discussion related to broadbanding their position.
- 4.2.2 Supervisor to develop two proposed position descriptions (one for each classification level), giving regard to the Professional Classification Standards – Schedule 7 of the University of Adelaide Enterprise Agreement (as amended).
- 4.2.3 Supervisor to contact the HR Advisor to arrange classification and approval of the position descriptions
- 4.2.4 Supervisor to complete the [Broadbanding Request Form](#) and attach:
  - 4.2.4.1 The two proposed position descriptions (one for each level);
  - 4.2.4.2 Relevant documentation to justify broadbanding the existing position;
  - 4.2.4.3 Evidence of appropriate and relevant work objectives to support development (i.e. the staff member’s Planning, Development and Review (PDR) form); and
  - 4.2.4.4 Evidence that the staff member’s skills, knowledge and experience are relevant to the proposed higher classification level.
- 4.2.5 Submit the [Broadbanding Request Form](#) and documents to the Head of School/Branch.

### 4.3 Broadbanding Approval

- 4.3.1 The Head of School or Branch/Faculty Executive Manager/Faculty Executive Director will:

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- 4.3.1.1 Consider the request for broadbanding and supporting documentation taking into consideration the [principles](#);
- 4.3.1.2 Endorse or decline the request, providing the reason for the decision on the Broadbanding Request Form;
- 4.3.1.3 If endorsed, forward to the Executive Dean/Divisional Head for approval.
- 4.3.2 The Executive Dean/Divisional Head will:
  - 4.3.2.1 Review the request for broadbanding, supporting documentation and recommendation of the Head of School or Branch/Faculty Executive Manager/Faculty Executive Director.
  - 4.3.2.2 Approve or decline the recommendation for broadbanding.
  - 4.3.2.3 Forward the completed form to [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au) for processing.
- 4.3.3 If approved, notify the supervisor that the position has been approved for broadbanding, so that they may:
  - 4.3.3.1 Inform the staff member (existing position); or
  - 4.3.3.2 Commence recruitment procedure.
- 4.4 Recruiting for a vacant position**
- 4.4.1 Follow the Recruitment Procedure to advertise and recruit for the broadbanded position.
- 4.5 Monitoring progress**
- 4.5.1 The staff member and supervisor should:
  - 4.5.1.1 Mutually agree the learning and development objectives to be achieved to support advancement to the higher HEO level at a Planning, Development and Review (PDR) meeting within 3 months of declaring the role broadbanded.
  - 4.5.1.2 Meet regularly and document informal discussions on the learning and development progress, including during the [PDR cycle](#).
- 4.6 Progression to the higher classification in a broadbanded position**
- 4.6.1 The supervisor will assess the staff member's performance and progress to ensure satisfactory achievement/ completion of all learning and development objectives as documented.
- 4.6.2 Recommend progression to the next level via the [Broadbanding Progression Form](#) where:
  - 4.6.2.1 The skills, knowledge and experience of the staff member meet the requirements of the higher-level role; and
  - 4.6.2.2 The staff member has demonstrated work performance that corresponds to the next level.
- 4.6.3 Inform the staff member of the recommendation that they progress to the higher HEO level; and forward the completed form to the Head of School/Branch for their endorsement.
- 4.7 Progression approval**
- 4.7.1 The Head of School or Branch will:
  - 4.7.1.1 Review the recommendation and supporting documentation for progression to the Higher HEO level
  - 4.7.1.2 Endorse or decline the recommendation for progression.
  - 4.7.1.3 Forward the completed form to the Executive Dean/Divisional Head for approval.
- 4.7.2 The Executive Dean/Divisional Head will approve or decline the recommendation and forward the form to [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au) for processing.

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## 5 DEFINITIONS

### Classification

A Human Resources assessment of a position by reference to Schedule 7 of the Classification Standards (professional staff), of the factors that might affect a change in classification, and which is undertaken as part of the approval process for the broadbanding of a position.

## 6. USEFUL INFORMATION AND RESOURCES

### 6.1 University related documents and policies

[Code of Conduct](#)

[Conflict of Interest Procedure](#)

[Staff Development, Performance, and Promotion Policy](#)

[Recruitment Policy](#)

[Recruitment Procedure](#)

[Remuneration and Employment Benefits Policy](#)

[University of Adelaide Enterprise Agreement \(as amended\)](#)

### 6.2 Useful web-links

[Recruitment website](#)

[HR Service Centre](#)

[Broadbanding Request Form](#)

[Broadbanding Progression Form](#)

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