



Broadbanding Procedure

Related Policy:

[Remuneration and Employment Benefits Policy](#)

This procedure details the general conditions, eligibility and process for managers seeking to broadband a position. Broadbanding is the classification of a professional staff position across two classification levels.

Note: Managers could consider the process of reclassification of the staff member's current position, as an alternative to Broadbanding.

This procedure applies to all professional staff (excluding casuals).

Eligibility and Conditions

[University of Adelaide Enterprise Agreement](#) - (as amended) Broadbanding (clause 5)

1 Broadbanding

1.1 Process for requesting the broadbanding of a position

Responsibility: Human Resources Advisor

- 1.1.1 Provide advice to supervisors, Heads of School/Branch Heads (Executive Dean/Divisions) on any aspects relating to broadbanding and classification interpretation.
- 1.1.2 Review the two position descriptions for each classification level in line with the [Professional Classification Review Application Form](#)

Responsibility: Supervisor

- 1.1.3 Review a new/vacant or currently filled position, in line with the work area's requirements, to determine whether the duties and responsibilities are at a level that warrants recommendation for broadbanding.
- 1.1.4 Seek advice and input from a HR Advisor to review and develop the position descriptions; and any matters relating to the broadbanding process.
- 1.1.5 Involve the staff member in the discussions relating to the recommendation for their position to be broadbanded.
- 1.1.6 Complete the [Broadbanding Recommendation Form](#) and attach the following:
 - 1.1.6.1 The current position description.
 - 1.1.6.2 Revised position description highlighting the elements that reflect the higher classification level.

Remuneration and Benefits Handbook	Broadbanding Procedure	Effective Date:	10 December 2014	Version 2.0
Authorised by	Vice-Chancellor and President	Review Date:	30 September 2015	Page 1 of 3
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- 1.1.6.3 Evidence of appropriate and relevant work objectives to support development. (i.e. staff member's PDR form and training plan).
- 1.1.6.4 Evidence that the staff member's skills, knowledge and experience are relevant to the proposed higher classification level.
- 1.1.7 Recommend the proposed broadbanding to the Executive Dean/Divisional Head using the [Broadbanding Recommendation Form](#)
- 1.1.8 Where approved, provide written feedback to the staff member.
- 1.1.9 If the broadbanded position is not approved, the supervisor must provide the staff member with written feedback. This feedback is to be used to formulate the action plan for the next round of PDR to support the staff member to achieve the higher HEO level.
- 1.1.10 Once a staff member is broadbanded a Planning and Development Review (PDR) will be mutually agreed within 3 months of commencement between the supervisor and the staff member. The PDR will detail the learning and development objectives to be achieved to support advancement to the higher HEO level.

Responsibility: Head of School/Branch Head

- 1.1.11 Review the recommendation and supporting documentation for broadbanding from the supervisor.
- 1.1.12 Endorse or reject the recommendation stating reason on the [Broadbanding Recommendation Form](#) and forward to the Executive Dean/Divisional Head.

Responsibility: Executive Dean/Corporate Manager/Divisional Head/Pro-Vice Chancellor

- 1.1.13 Review and assess the recommendation for broadbanding taking into account the principles of broadbanding outlined in the Enterprise Agreement.
- 1.1.14 Approve or decline the recommendation for broadbanding.

1.2 Advancement to the next incremental step

- 1.2.1 During the Planning & Development Review (PDR) period the staff member and supervisor should conduct and document regular informal discussions on the learning and development progress.
- 1.2.2 If the PDR 12-month review is not completed within 6-months of its due date, the staff member may initiate appropriate action under the Staff Complaints Policy applicable from time to time.

1.3 Source of Funds

- 1.3.1 The School/Faculty/Division is financially responsible for the costs associated with the broadbanding of a position.

2 Broadbanding Progression

2.1 Progression to the higher classification level in the Broadbanded position

- 2.1.1 The criteria for advancing to the higher HEO level within the broadbanded position is based on the:
 - 2.1.1.1 Developed knowledge, skills and experience of the staff member in the position using the training plan as the guide;
 - 2.1.1.2 Satisfactory achievement/completion of all learning and development objectives as detailed in the PDR.

Responsibility: Supervisor

- 2.1.2 Having undertaken the PDR -12 monthly reviews and ensuring the staff member has developed their knowledge and skills and gained experience make a recommendation for the progression.
- 2.1.3 Advise the staff member that the recommendation for progression to the higher HEO level within the broadbanded position, will be sought.
- 2.1.4 Complete [Broadbanding Progression Form](#)
- 2.1.5 Forward form to the Head of School/Branch Head for their support for the progression.

Remuneration and Benefits Handbook	Broadbanding Procedure	Effective Date:	10 December 2014	Version 2.0
Authorised by	Vice-Chancellor and President	Review Date:	30 September 2015	Page 2 of 3
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Responsibility: Head of School/Branch Head

- 2.1.6 Review the recommendation and supporting documentation for the progression from the supervisor.
- 2.1.7 Consider the recommendation for progression and forward the [Broadbanding Progression Form](#) to the Executive Dean/Divisional Head.

Responsibility: Executive Dean/Corporate Manager/Divisional Head/Pro-Vice Chancellor

- 2.1.8 Review and assess the recommendation for the staff member to progress to the higher HEO level in the broadbanded position.
 - 2.1.9 Approve or decline the recommendation for progression and advise the supervisor to inform the staff member.
- 2.2 Source of Funds**
- 2.2.1 The School/Faculty/Division is financially responsible for the costs associated with the progressions to the higher HEO level, within a broadbanded position.

Further Information:

If you require assistance in understanding any aspect of this procedure please contact the Human Resources Service Centre, extension 31111 or email hrrservicecentre@adelaide.edu.au

Remuneration and Benefits Handbook	Broadbanding Procedure	Effective Date:	10 December 2014	Version 2.0
Authorised by	Vice-Chancellor and President	Review Date:	30 September 2015	Page 3 of 3
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