



# Broadbanding Procedure

## IMPLEMENTATION

### Aim

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](#).

### 1 Objectives

- 1.1 To ensure that all broadbanding requests have been approved and progressed in accordance with this procedure.

### 2 Scope and Application

#### 2.1 Inclusions

This procedure applies to all professional staff positions.

#### 2.2 Exclusions

This procedure does not apply to casual staff, academic positions or Senior Managers (as described in Schedule 3 of the [University of Adelaide Enterprise Agreement](#)).

#### 2.3 Application

Broadbanding is the classification of a professional staff position across two classification levels. It must be consistent with the following principles (EA clause 5.6):

- a) The work demand is ongoing and the work is commensurate with the classification standards.
- b) Beneficial to the University.
- c) Organisationally driven.
- d) Not a means to downgrade a position(s).
- e) Not to be used as a mechanism to reduce overall staff numbers.
- f) Planning, Development and Review (PDR) is one of the processes for assessing performance against the classification standards.
- g) Subject to the approval of the relevant manager in consultation with Human Resources.

Supervisors should consider whether the process of reclassification of the staff member's current position is an appropriate alternative to broadbanding.

The School/Branch/Faculty/Division is financially responsible for any increase in costs associated with the broadbanding of a position.

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3 Process: Request the broadbanding of a position

Person Responsible		Actions
3.1	Supervisor	<p>a) Review a new/vacant or currently filled position, in line with the work area’s requirements, to determine whether the duties and responsibilities warrant a recommendation for broadbanding.</p> <p>b) Seek advice and input from the Faculty/Division <a href="#">HR Advisor</a> to review:</p> <ul style="list-style-type: none"> <li>• the appropriateness of the broadbanded position;</li> <li>• the roles and responsibilities required for the position; and</li> <li>• any matters relating to the broadbanding process.</li> </ul> <p>c) Review/develop the two proposed position descriptions (one for each classification level) in line with the Professional Classification Standards (EA Schedule 7).</p> <p>d) Contact the Faculty/Division <a href="#">HR Advisor</a> to obtain renewal and approval of the position descriptions.</p> <p><b>For a currently filled position</b></p> <p>e) Involve the staff member in the discussions relating to the recommendation for their position to be broadbanded.</p> <p>f) Complete the <a href="#">Broadbanding Request Form</a> (Appendix A) and attach:</p> <ul style="list-style-type: none"> <li>• the proposed position descriptions for each classification level;</li> <li>• supporting documentation for justification for broadbanding.</li> <li>• evidence of appropriate and relevant work objectives to support development (i.e. staff member’s Planning Development and Review (PDR) form and training plan); and</li> <li>• evidence that the staff member’s skills, knowledge and experience are relevant to the proposed higher classification level.</li> </ul> <p>g) Submit the Broadbanding Request Form to the Head of School/Branch.</p> <p><b>For a new/vacant position</b></p> <p>h) Advertise the role as a broadbanded position in accordance with the <a href="#">Recruitment Procedure</a>.</p> <p><b>For ongoing management of this position</b>                      Proceed to:                      Process 5 (Monitoring progress and advancement to the next incremental step); and                      Process 6 (Progress to the higher classification level in the broadbanded position), of this procedure.</p>
3.3	Head of School or Branch/Faculty Executive Manager/Faculty Executive Director	<p>a) Review the recommendation and supporting documentation for broadbanding from the supervisor.</p> <p>b) Endorse or reject the recommendation stating the reasons on the Broadbanding Request Form.</p> <p>c) Forward to the Executive Dean/Divisional Head, if the recommendation has been endorsed.</p>
3.4	Executive Dean/Corporate Manager/ Divisional Head/Pro Vice-Chancellor	<p>a) Review and assess the recommendation for broadbanding taking into account the principles of broadbanding outlined in the <a href="#">Enterprise Agreement (Clause 5.6)</a>.</p> <p>b) Approve or decline the recommendation for broadbanding and forward the completed form to HR Branch for processing.</p>

4 Process: Following approval/decline of a broadbanded position

Person Responsible		Actions
4.1	Supervisor	<p><b>For a currently filled position</b></p> <p>a) Communicate the outcome to the staff member occupying the position.</p>

5 Process: Monitoring progress and advancement to the higher classification level in the Broadbanded position

Person Responsible		Actions
5.1	Supervisor	<p>a) Agree mutually with the staff member on a Planning and Development Review (PDR), meeting within 3 months of commencement of the broadbanded role. The PDR will detail the learning and development objectives to be achieved to support advancement to the higher HEO level.</p> <p>b) Conduct and document regular informal discussions on the learning and development progress during the Planning &amp; Development Review period.</p> <p><u>Note</u> 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 <a href="#">Staff Complaints Process</a>.</p>

6 Process: Progress to the higher classification level in the Broadbanded position

Person Responsible		Actions
6.1	Supervisor	<p>a) Assess the staff member's performance at the 12 month PDR meeting to ensure satisfactory achievement/completion of all learning and development objectives as detailed in the PDR.</p> <p>b) Recommend progression via the <a href="#">Broadbanding Progression Form (Appendix B)</a> to the higher HEO level where:</p> <ul style="list-style-type: none"> <li>the skills, knowledge and experience of the staff member meet the requirements of the higher-level role; and</li> <li>where the staff member has demonstrated work performance which corresponds to the next level.</li> </ul> <p>c) Inform the staff member that a recommendation to progress to the higher HEO level within the broadbanded position will be submitted.</p> <p>d) Forward the form to the Head of School/Branch for their support for the progression.</p>
6.2	Head of School or Branch/Faculty Executive Manager/Faculty Executive Director	<p>a) Review the recommendation and supporting documentation for the progression from the supervisor.</p> <p>b) Consider whether to endorse the recommendation for progression or not and forward the <a href="#">Broadbanding Progression Form (Appendix B)</a> to the Executive Dean/Divisional Head for decision.</p>

Continued

## 6 Process: Progress to the higher classification level in the Broadbanded position (Continued)

Person Responsible		Actions
6.3	Executive Dean/Corporate Manager/ Divisional Head/Pro Vice-Chancellor	a) Review and assess the recommendation for the staff member to progress to the higher HEO level in the broadbanded position. b) Approve or decline the recommendation for progression and advise the supervisor to inform the staff member. c) Forward the approved form to HR Branch for processing.

## 7 Useful information and resources

7.1	<b>University related documents and policies</b> <a href="#">Code of Conduct</a> <a href="#">Conflict of Interest Procedure</a> <a href="#">Performance, Development and Promotion Policy</a> <a href="#">Recruitment Policy</a> <a href="#">Recruitment Procedure</a> <a href="#">Remuneration and Employment Benefits Policy</a> <a href="#">University of Adelaide Enterprise Agreement (as amended)</a>
7.2	<b>Related legislation</b> <a href="#">Age Discrimination Act 2004 (Cth)</a> <a href="#">Australian Human Rights Commission Act 1986 (Cth)</a> <a href="#">Children's Protection Act 1993 (SA)</a> <a href="#">Disability Discrimination Act 1992 (Cth)</a> <a href="#">Equal Opportunity Act 1984 (SA)</a> <a href="#">Fair Work Act 2009 (Cth)</a> <a href="#">Privacy Act 1988 (Cth)</a> <a href="#">Racial Discrimination Act 1975 (Cth)</a> <a href="#">Racial Vilification Act 1996 (SA)</a> <a href="#">Sex Discrimination Act 1984 (Cth)</a>
7.3	<b>Useful Web-links</b> <a href="#">HR Recruitment</a> <a href="#">HR Service Centre</a>

## BROADBANDING REQUEST FORM

This form is to be used by a supervisor when preparing a recommendation to broadband a currently filled professional staff position. This form must be accompanied by any relevant supporting documentation as indicated.

Complete and forward a scanned copy of the form and attachments to the [Human Resources Service Centre](#) for processing.

<b>STAFF MEMBER DETAILS</b>
Staff ID:..... School/Branch:..... Work phone:..... Title: ..... Family name: ..... Given names (in full): .....
<b>POSITION DETAILS</b>
Position Title: ..... Position Number: .....
<b>CLASSIFICATION</b>
Recommend Broadbanding across the classification Levels: HEO .....and HEO..... Current Classification Level/Incremental HEO Level .....Step ..... Funding for Broadbanding is available in the existing budget: <input type="checkbox"/> Yes <input type="checkbox"/> No Documents attached: <input type="checkbox"/> Two position descriptions (one for each classification level) in line with the Professional Classification Standards (EA Schedule 7). <input type="checkbox"/> Supporting documentation for justification for broadbanding
<b>POSITION DESCRIPTION REVIEW</b>
New position has been classified by HR Advisor: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>RECOMMENDATION</b>
<b>Supervisor</b> (To recommend approval of the application) Name (please print): .....Signature: .....Date:.....
<b>Head of School/Branch Head</b> (For support of application & recommend approval) Name (please print):..... Signature: ..... Date: ..... <b>Recommended</b> <input type="checkbox"/> <b>Not Recommended</b> <input type="checkbox"/> If not recommended state reason..... ..... .....
<b>AUTHORISATION</b>
<b>Executive Dean/Corporate Manager/Divisional Head/Pro Vice-Chancellor</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not approved</b> If not approved state reason ..... Name: .....Signature:..... Date:.....

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**BROADBANDING PROGRESSION RECOMMENDATION APPLICATION FORM**

This form is to be used by a supervisor when recommending the progression of a staff member in a Broadbanded position to the higher HEO level.

Complete and forward a scanned copy of the form and attachments to the [Human Resources Service Centre](#) for processing.

**STAFF MEMBER DETAILS**

Staff ID: ..... School/Branch: ..... Work phone:.....  
 Title:..... Family name:..... Given names (in full): .....

**POSITION DETAILS (Completion by supervisor)**

Position Title: ..... Position Number: .....  
 Broadbanded HEO Levels: ..... Current HEO Level:..... Step: .....

**RECOMMENDATION**

**Supervisor**  
 Recommended progression to higher level/step: HEO Level ..... Step: .....  
 Recommended progression to commence on following date: ...../...../.....  
 Supported by the following: (please attach)  
 Position descriptions for the Broadbanded position  
 The staff member has demonstrated performance which meets the Planning Development and Review work objectives to progress to the higher HEO level (please attach).  
 Name: ..... Signature: ..... Date: .....

**Head of School/Branch (For support of recommendation)**  
 Name :..... Signature: ..... Date: .....  
 Recommended       Not Recommended  
 If not recommended state reason.....

**AUTHORISATION**

*Executive Dean/Corporate Manager/Divisional Head/Pro Vice-Chancellor*  
 Approved       Not approved  
 If not approved state reason.....  
 Name: ..... Signature:..... Date:.....

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