



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](#).

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](#).

3 PRINCIPLES

Broadbanding is the classification of a professional staff position across two (2) classification levels. Broadbanding of a position must satisfy the following criteria:

- The work demand is ongoing and the work is commensurate with the classification standards
- It is beneficial to the University
- It is organisationally driven
- Broadbanding is not a means to downgrade position(s)
- Not used as a mechanism to reduce overall staff numbers
- The Planning, Development and Review (PDR) is one of the processes for assessing performance against the classification standards
- Subject to the approval of the relevant manager in consultation with Human Resources.

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Advancement to the higher HEO level is not automatic and will be subject to demonstrated performance of work which corresponds to the next level. 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.

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

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.

They may seek advice and input from the Head of School/Branch and/or [HR Advisor](#) to review:

- Whether broadbanding is appropriate for the position
- The responsibilities and role requirements of the position
- Any matters relating to the broadbanding process

The supervisor is 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) and contact their HR Advisor to arrange classification and approval of the position descriptions.

4.2 Review a currently filled position

In reviewing an existing position, a supervisor considering the option of broadbanding should:

- Consider whether the process of reclassification of the staff member's current position is an appropriate alternative to broadbanding in consultation with their HR Advisor if needed
- Involve the staff member in the discussion related to broadbanding their position.

The supervisor is 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.

They will then contact their HR Advisor to arrange approval of the classification and position descriptions.

Once approved, the supervisor will then complete the [Broadbanding Request Form](#) and attach:

- The two proposed position descriptions (one for each classification level)
- Relevant documentation to justify broadbanding the existing position
- Evidence of appropriate and relevant work objectives to support development such as the staff member's Planning, Development and Review (PDR) form
- Evidence that the staff member's skills, knowledge, and experience are relevant to the proposed higher classification level

Submit the [Broadbanding Request Form](#) and documents to the Head of School/Branch.

4.3 Broadbanding Approval

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

- Consider the request for broadbanding and supporting documentation taking into consideration the principles as above

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- Endorse or decline the request and provide the reason for the decision on the Broadbanding Request Form
- If endorsed, forward to the Executive Dean/Divisional Head for approval

The Executive Dean/Divisional Head will then:

- Review the request for broadbanding, supporting documentation and recommendation of the Head of School or Branch/ /Faculty Executive Director.
- Approve or decline the recommendation for broadbanding.
- Forward the completed form to hrrservicecentre@adelaide.edu.au for processing.

If approved, they will notify the supervisor that the position has been approved for broadbanding, so that they may:

- Inform the staff member (existing position); or
- [Commence recruitment](#) of role.

4.4 Recruiting for a vacant position

Follow the [Recruitment Procedure](#) to advertise and recruit for the broadbanded position.

4.5 Monitoring progress

The staff member and supervisor should:

- 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.
- 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

The supervisor will then assess the staff member's performance and progress to ensure satisfactory achievement and/or completion of all learning and development objectives as documented and recommend progression to the next level via the [Broadbanding Progression Form](#) where:

- The skills, knowledge and experience of the staff member meet the requirements of the higher-level role; and
- The staff member has demonstrated work performance that corresponds to the next level.

They will then 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

The Head of School or Branch will:

- Review the recommendation and supporting documentation for progression to the higher HEO level
- Endorse or decline the recommendation for progression
- Forward the completed form to the Executive Dean/Divisional Head for approval

The Executive Dean/Divisional Head will approve or decline the recommendation and forward the form to hrrservicecentre@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](#)

[Recruitment Policy](#)

[Recruitment Procedure](#)

[Remuneration and Employment Benefits Policy](#)

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

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

6.2 Useful web-links

[Broadbanding Request Form](#)

[Broadbanding Progression Form](#)

[HR Advisory Team](#)

[HR Service Centre](#)

[Planning, Development and Review \(PDR\) Procedure](#)

[Recruitment website](#)

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