

MOVEMENT BETWEEN VALUE RANGES

Contents

Authority and Application	1
Overview	1
Relevant provisions of the VPS Agreement.....	2
Supplementary Guidance Information	2
1. Job Resizing Review	2
2. Applying for a Job Resizing Review.....	3
3. Assessment of a Job Resizing Review request.....	3
4. Approving a Job Resizing Review proposal.....	4
5. Not approving a Job Resizing Review proposal	4
Making decisions under this policy.....	4
Dispute resolution.....	5
Further Information.....	5
Related policies or documents.....	5

Authority and Application

Clause 27.5 of the *Victorian Public Service Enterprise Agreement 2020* (Agreement) applies to the Departments and Agencies (Employers) and their Employees who are covered by the Agreement.

The Classification and Value Range Descriptors in the Agreement detail the VPS Non-Executive Classification Descriptors as well as those applying to VPS Aligned and Non-Aligned Adaptive Structures. These descriptors establish the type of work appropriate for all employees at each grade and value range.

Overview

Movement Between a Value Range – Job Resizing

This common policy relates to clause 27.5 of the Agreement, which deals with movement between value ranges, which can occur following a job resizing review. A review conducted in accordance with

this clause may lead to the resizing of a job from one value range to another value range within the same VPS Grade (for example, movement from VPS 5.1 to VPS 5.2).

The Classification and Value Range Descriptors in the Agreement establish the type of work appropriate at each grade within the VPS Non-Executive Career Structure (including VPS Aligned and Non-Aligned Structures). Employers are expected to ensure work allocation is made in accordance with these descriptors. Where work is allocated in a manner inconsistent with these descriptors, the Employer should either:

- take steps to ensure work is properly allocated;
- ensure the position and the employee are properly classified; or
- in the case of temporary duties at the higher value range, pay an Employee a higher duties allowance in accordance with clause 35.3 of the Agreement.

For the purposes of clause 29.5 (Eligibility requirements for Progression or Top of Grade or Value Range Payment) a job-re-sizing review process conducted under clause 27.4 (Movement between Value Ranges) is not considered a promotion and does not in and of itself affect an Employee's eligibility for progression.

Relevant provisions of the VPS Agreement

Clause 27.5 – Movement Between Value Ranges

Classification and Value Range Descriptors

See - <https://www.fwc.gov.au/documents/documents/agreements/fwa/ae509129.pdf>

Supplementary Guidance Information

1. Job Resizing Review

- 1.1. Job resizing is the outcome of an assessment of the requirements of a position which results in the movement of a position from one value range to a higher value range within the same classification.
- 1.2. A job resizing review involves an assessment of the actual work required by the Employer against the relevant classification and value range descriptor outlined in the Agreement and the Employee's performance of that work.
- 1.3. A position can be resized only where:
 - 1.3.1. an assessment of the requirements of the position has been conducted against the relevant Classification and Value Range Descriptor as detailed in the Agreement;
 - 1.3.2. there is an ongoing need for work (consistent with the Classification and Value Range Descriptors) to be performed at the next value range;
 - 1.3.3. an assessment of whether the Employee is performing work at the higher value range has occurred.

- 1.4. If a job resizing review is undertaken as part of a significant structural or functional change, the Employer must comply with its obligations about consultation on major change with significant effects under clause 11 of the Agreement.
- 1.5. A job resizing review must be conducted in a manner that is fair, objective, transparent and timely.

2. Applying for a Job Resizing Review

- 2.1. A job resizing review may be initiated either by an Employee or the Employer at any time. However, the most appropriate time to initiate discussion about a job resizing review proposal is during the Employee's performance and development discussions with the Employer. It is not a requirement that an Employee be at the top of their current value range before seeking a job resizing review.
- 2.2. An Employee wishing to initiate a job resizing review should first discuss their request with the manager/supervisor before commencing the formal application process prescribed by their Employer. While it is recommended Employee's seek the support of their immediate manager before proceeding to seek a resizing review, the Agreement does not make this a pre-condition for application.
- 2.3. The person who initiates the job resizing request is responsible for preparing the proposal in consultation with the manager/supervisor or Employee (as relevant). At a minimum, it would be expected that a job resizing review proposal include:
 - 2.3.1. a description of the key elements of change in the duties and responsibilities of the position and why that change has occurred, including an assessment as to whether the duties attached to the position are more appropriately classified at the higher value range in the grade;
 - 2.3.2. an assessment by the Employee of the statements in the Classification and Value Range Descriptors that they consider applicable to their position;
 - 2.3.3. an Employee self-assessment of their key roles and activities, including the provision of detailed examples of work that demonstrate they have been performing work at the higher value range; and
 - 2.3.4. an assessment by the manager/supervisor as to the veracity of claims put forward by the Employee, including assessing the ongoing requirements of the position against the Classification and Value Range Descriptors and whether the Employee has been performing those requirements.
- 2.4. The key elements of change referred to at section 2.3.1 are not required to be included in a job resize review proposal where the substance of the proposal is that the position should have always been classified at the higher value range.

3. Assessment of a Job Resizing Review request

- 3.1. Assessment of a job resizing review proposal would usually be undertaken by the Employer's Human Resources or People and Culture Unit (or equivalent), or an authorised delegate of the Employer, and conducted in a timely manner. In instances where the Employer's Human Resources or People and Culture Unit (or equivalent) do not perform the assessment, another independent and suitably experienced person may conduct the assessment.
- 3.2. Job resizing review assessments must be made on a 'whole of position' basis by comparing the position's work requirements against the relevant classification and value range descriptors

in the Agreement to assess whether, on balance, the position is appropriately classified. No single element of the descriptors of itself will determine whether a position is appropriately classified. It is not necessary to demonstrate that work is being performed for all, or a majority, of the work descriptors for the position to be appropriately classified at the higher value range.

- 3.3.** In making an assessment against the relevant classification and value range descriptors, the Employer's Human Resources or People and Culture Unit (or equivalent), or authorised delegate of the Employer, should also consider:

3.3.1. the organisation's ongoing need for work to be performed at the higher value range, including if the duties more appropriate lie with another existing role(s) or where the need is not ongoing, whether temporary higher duties would be appropriate; and

3.3.2. the Employee's demonstrated performance of work at the higher value range.

4. Approving a Job Resizing Review proposal

- 4.1.** It is recommended that, if a job resizing request is approved and an Employee's position is moved to a higher value range, their salary be set at the base of the new value range. The date of effect for the salary change will be the earlier of:

4.1.1. the date of approval by the Employer; or

4.1.2. the date the Employee was required to undertake the duties of the higher value range.

If the date under section 4.1.2 cannot be ascertained, the Employer and Employee may agree to another date that is before the date referred to in section 4.1.1.

- 4.2.** Where an assessment of the requirements of the position supports a movement between value ranges, a merit selection process is not required. In the case where a position is moved between value ranges following a review, it will be exempt from being advertised.
- 4.3.** Where an Employee is moved between value ranges as a result of a job resizing review the Employee's Performance Development Plan must also be revised to reflect the expectations of the role at the higher value range.

5. Not approving a Job Resizing Review proposal

- 5.1.** If the Employee has demonstrated that they are performing work at the higher value range, but the Employer does not require the role to be performed at the higher value range, or the proposal is not approved on other grounds as outlined in 3.3 above, the Employer must take steps to reallocate the required duties so that the Employee is working within their value range (Note: in some cases the reallocation of duties may require a clause 11 change process). In such cases, and subject to clause 35.3, higher duties may apply for the period the Employee was required to performing work at the higher value range
- 5.2.** Disputes about the outcome of a job resizing review may be dealt with through the dispute resolution procedure at clause 13 of the Agreement.

Making decisions under this policy

Under section 20(1) of the *Public Administration Act 2004*, the public service body head has all the rights, powers, authorities and duties of an employer, which will usually be delegated to staff within their Department or Agency. Employers should ensure that any actions under this policy are only taken by an employee with the delegation to do so. Each Department and Agency should give effect to this policy in accordance with its own delegations.

Dispute resolution

An Employee who is directly affected by a decision made or action taken pursuant to clause 27.5 of the Agreement, or the appropriate classification of their role in accordance with the Agreement, may apply for a Review of Actions under the Employer's Review of Actions policy or seek to resolve a dispute through the Resolution of Disputes procedure at clause 13 of the Agreement.

Further Information

Employees should refer to their Department or Agency's intranet for information on procedural requirements, systems and approval delegations.

For further information and advice please contact your local Human Resources or People and Culture Unit (or equivalent).

Related policies or documents

VPS Enterprise Agreement Common Policies

- Redeployment
- Review of Actions/Grievance

All policies in the VPS Enterprise Agreement common policies collection can be found at <https://www.vic.gov.au/common-policies-victorian-public-service-enterprise-agreement>

Authorised by Industrial Relations Victoria:

Key Details	Date
Version	Final as approved
Date	December 2021

If you print and store this document, you may be looking at an obsolete version. Always check the latest version of this document on the intranet.