

TasTAFE Redesign for Administrative Support Staff, Band 4 and Below

1. Consultation Process

On Monday 29 June all staff classified at band 4 and below received this email:

“Early this week we will advise the proposed role and location of employees at Band 4 and below that they will take up on the 6th of July. There will be a structural diagram with these roles and location placed on the Intranet. This advice should not be a surprise to any individual employee and should be consistent with previous advice and discussions around your placement, however this is an opportunity for you to have input into the final decision and it is also important that the wider TasTAFE staffing community is aware of it.

If you are one of these employees please note that the diagrams indicating your proposed placement shows your placement as at 6 July. If you are undertaking another role other than your substantive one and that placement continues beyond 6 July the arrangement will continue and at the end of that arrangement you will revert to your substantive role.

The publication on the TasTAFE Intranet of the administration/ client services roles and locations for Band 4 and below employees also marks the start of a month long consultation period.

During this time Jess Nation will be available to answer any specific questions to staff and managers about this element of the structure and be the first point of contact in this respect.

jess.nation@TasTAFE.tas.edu.au

For a period of 10 working days after publication employees will have the opportunity to consider the proposed role and location nominated as their assigned duties effective from Monday 6th of July. They will then have a further 10 days to provide feedback to me (via Tom Kleyn tom.kleyn@TasTAFE.tas.edu.au) in respect of any overarching issues / concerns / or alternative suggestions that relate to the proposed assignments. If necessary further discussions will be held to resolve any outstanding issues during this period of consultation.

At the conclusion of this month of consultation and once I have considered the feedback I will write formally to each employee informing them of their assigned role and location.”

A diagram titled “Proposed Administration and Support Staff Assignments as at 6 July 2015” was posted on the TasTAFE intranet. A copy was sent to the CPSU on 7 July 2015.

2. Change Proposal

2.1 Details of Proposal

- Administration staff in education delivery teams will no longer be assigned to a particular team, they will be assigned to a Division. There are four Divisions, Technology, Trades and Engineering, Human, Health and Business Services,

Agriculture, Horticulture, Conservation Land Management & Drysdale and Vocational Preparation & English Language Services.

- Administration staff will no longer be supervised by Education Team Leaders, they will be supervised by Quality and Operations Co-ordinators.

2.2 Savings to be Achieved

- Nil, no savings through this element of the redesign.

2.3 Likely Impact on Staff

- Change to reporting arrangements.

2.4 Timeframe for Consultation

- Four weeks (see point 1 above) We are prepared to extend if required.

2.5 Impact on number of Positions.

- None, no reduction in number of positions

2.6 Decision Maker/Responsible Persons

- Stephen Conway (CEO) and Tom Kleyn (Change Manager)