

Implementation checklist – higher duties

Actions for public sector entities when implementing Directive 03/23 – Review of acting or secondment at a higher classification level

1. To do now	2. Ongoing activities
<p>Read the higher duties sections (s118- s121) of the <i>Public Sector Act 2022</i> (the Act).</p> <p>Create or update all relevant entity policies and procedures to reflect the requirements of the Act and Directive 03/23 – Review of acting or secondment at a higher classification level (the Directive).</p> <p>Create or update templates to address:</p> <ul style="list-style-type: none"> Review notifications reflecting requirements of the Directive, changed decision-making criteria and legislative references. Review outcome letters reflecting requirements of the Directive, changed decision-making criteria and legislative references. 	<p>Ensure relevant entity policy and procedure documents remain up to date.</p>
<p>Prepare communications for employees and decision makers, including in relation to:</p> <ul style="list-style-type: none"> A summary of the Directive, what it means and how it will be implemented in your entity. The roles and responsibilities for decision makers, employees, unions and support persons. Transitional arrangements under the Act for existing conversion requests. <p>Update employee information sources such as your entity's intranet to reflect changes.</p> <p>If you are an entity that is new to the legislative framework, engage with your entity's portfolio department to obtain guidance and support for implementation.</p>	<p>Ensure associated resources including delegation arrangements, communication material and intranet site content remain up to date.</p>

<p>Create or update internal process and resources to enable:</p> <ul style="list-style-type: none"> • Employees acting in or seconded to higher duties to request 12 month reviews. • Additional reviews in accordance with the Act. • Outcome notifications. 	<p>Ensure resources and other supporting material remain up to date.</p>
<p>Review and amend your organisation's human resource (HR) delegations instrument to ensure decision makers for higher duties appointments are clearly identified and appropriately authorised to act.</p> <p>Ensure delegated manager and decision makers are aware of obligations under the PS Act relating to criteria for employment to a higher classification level.</p> <p>Build knowledge and capability building amongst decision makers, hiring managers and HR practitioners.</p>	<p>Continue to build knowledge and capability building amongst decision makers, hiring managers and HR practitioners.</p>
<p>Ensure delegated manager and decision makers are aware of obligations under the Act and the Directive relating to:</p> <ul style="list-style-type: none"> • Engagement of employees acting at or seconded to a higher classification level. • Conversion criteria for employees acting at or seconded to a higher classification level. 	<p>Undertake workforce planning on a regular basis to ensure future and ongoing compliance with provisions of the Act.</p>
<p>Review templates and resources to ensure alignment with legislation and requirements of the Directive including:</p> <ul style="list-style-type: none"> • Commencement notifications. • Outcome notifications. <p>Ensure managers are aware of their obligations under the Act in relation to permanent employment being the default basis of employment in the Queensland public sector.</p> <p>If you are an entity that is new to the legislative framework, engage with your entity's portfolio department to obtain guidance and support for implementation.</p>	<p>Continue to ensure:</p> <ul style="list-style-type: none"> • Templates and resources remain up to date. • Managers are aware of their obligations under the Act in relation to permanent employment being the default basis of employment.