

POLICY

Title: Process for the Job Evaluation of Senior Executive Service (SES) Roles

1. Application: Departments and Public Service Offices

2. Effective Date: 1 June 2010

3. Purpose:

To provide chief executives the choice between the Shared Service Agency or Mercer (Australia) Pty Ltd (Mercer) in the job evaluation of SES roles.

4. Process

- All proposals to:
 - (1) establish a new SES role, or
 - (2) upgrade an existing SES role to a new band,
 must be submitted, in the first instance, to the PSC for support before a job evaluation is sought. Proposals may be submitted by email.
- Proposals for a variation in a department's SES profile should indicate the rationale for the change (e.g. enhancement to service delivery, new budget initiative, a government priority or an election commitment) and may address the following points as applicable:-
 - impact on the departmental budget;
 - capacity to offset by the loss of another existing SES role;
 - relativities and/or consistency issues across the public service (if applicable).
- If support is given, the PSC will advise the agency to proceed with the job evaluation of the role. Chief executives can decide whether to engage the SSA or Mercer to conduct this work assessment.
- Following the evaluation by SSA or Mercer, chief executives are to make a submission, including a copy of the Job Evaluation Report, to the PSC requesting to proceed with a variation of the agency's SES profile in accordance with current procedures. (*SES Profile Management Procedures* policy).
- If the submission for the proposed SES profile variation is agreed to, the PSC will take the necessary action to effect the change.