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|  | POLICY |

# Title: Senior Executive Service Profile Management Procedures

## Application: Departments and Public Service Offices

## Effective date: 5 February 2009

## Legislative provisions: *Public Service Act 2008* - sections 7, 21(1)(a), 109

## Policy:

5.1 Change to SES Numbers and/or Classification Levels

a) Proposals for a SES profile change which involves a change in the number of SES positions or a change in the SES classification level will be required to Governor in Council for approval in accordance with section 109 of the Public service Act 2008.

b) Submission for a SES profile change should be directed to the Commission Chief Executive for evaluation in the first instance.

c) Endorsement of the proposal by the portfolio Minister is required to be forwarded separately to the Premier however, a copy of the Ministerial support should accompany the departmental proposal.

d) Departmental submissions must include –

(i) Rationale for proposal (e.g. new government or budget initiative, whole of government program, direct service delivery, benefits to government or community);

(ii) Relativity statement to similar SES roles in other agencies;

(iii) Funding strategy (e.g. cost neutral, special budget allocation);

(iv) Potential flow-on effects to the work value of other roles (e.g. above, below or at level roles in the agency);

(v) Ability to abolish other SES role/s (or equivalent) in substitution for proposed new SES roles;

(vi) Copy of a job evaluation report (and Role Descriptions) on proposed new SES

roles conducted by Mercer (Australia) Pty Ltd.

e) Subject to support of the Commission Chief Executive, the proposal will be submitted to the Premier for consideration and for approval to proceed to Governor in Council.

f) The department will be notified of Governor in Council’s approval of the changes to the SES profile.

5.2 No Change in SES Numbers and/or Classification Levels

a) The Commission Chief Executive may endorse changes to the SES profile where there is no change to the number and/or classification levels to the existing SES profile approved by Governor in Council.

b) Submission for a SES profile change under 5.2(a) above are to be directed to the Commission Chief Executive for consideration.

c) Following endorsement by the Commission Chief Executive, the chief executive may approve the change/s of the SES roles.

d) At the time of approval, the chief executive must also officially notify the Commission Chief Executive so that records can be amended.

e) While written endorsement from the portfolio Minister is not required in these cases, the submission should indicate that the proposal has been discussed with and has support of the Minister.

f) Departmental submissions must include –

(i) Rationale for proposal (e.g. government or budget initiative, whole of government program, direct service delivery, benefits to government or community);

(ii) Relativity statement (if applicable) to similar SES roles in other agencies;

(iii) Potential flow-on effects to the work value of other roles (e.g. above, below or at level roles in the agency);

(iv) Copy of a job evaluation report (and Role Description/s) on proposed replacement SES role/s conducted by Mercer (Australia) Pty Ltd;

(v) Indication whether the change involves the relocation of headquarters of the

SES role.

g) Should the Commission Chief Executive consider the proposal to have significant organisational implication, the proposal will be forwarded to the Premier for advice.

h) Subject to the above, the department will be notified of the Commission Chief Executive’s endorsement of the proposal.

## Definitions:

***“Classification level”*** means a SES band (that is, either SES 2, SES 3 or SES 4) irrespective whether the work value range is “low” or “high”