

DIRECTIVE 05/18

Supersedes: 13/16

Minister for Industrial Relations Directive: Progression Arrangements for Department of Child Safety, Youth and Women and Department of Communities, Disability Services and Seniors Frontline Child Safety and/or Adoption Services Employees

1. Purpose:

To declare progression arrangements for specified employees of the Department of Child Safety, Youth and Women (DCSYW) and Department of Communities, Disability Services and Seniors (DCDSS) to facilitate the retention of skilled staff.

2. Effective date: 11 May 2018

3. Legislative authority:

Section 54(1) of the *Public Service Act 2008* (PSA).

Sections 51 and 52 of the *Public Service Act 2008* and section 941 of the *Industrial Relations Act 2016* apply if there is a conflict with an act, regulation or industrial instrument.

4. Application:

This Directive applies to the following public service officers and temporary employees engaged under section 148(2)(a) of the PSA in the DCSYW or DCDSS:

- employees with the job title of Child Safety Officer or Adoption Officer; or
- any other Level 2 employees employed in the professional stream identified by the chief executive of DCSYW or DCDSS as performing 'frontline work'; and
- who are Level 2 employees employed in the professional stream in receipt of wages from paypoint 4 up to and including paypoint 6.

5. Previous references:

Directives 12/08, 1/14 and 13/16

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6. Requirements for Progression

- 6.1 Eligible employees are entitled to apply for progression to Level 3 of the professional stream.
- 6.2 The progression of an employee to Level 3 is subject to the employee satisfying progression criteria as detailed in clause 12.8(a) of the *Queensland Public Service Officers and Other Employees Award – State 2015* as well as fulfilling:
 - (a) the agency's skills passport requirements; and
 - (b) the relevant competencies of the role.
- 6.3 Employees wishing to apply for progression under this Directive must comply with the relevant policies and procedures of DCSYW or DCDSS.

7. Salary payable

- 7.1 An employee is to be appointed at paypoint 1 of Level 3 of the professional stream if their application for progression is successful.

8. Appeal rights

- 8.1 A promotional appeal is not available in relation to a decision on the promotion of an employee pursuant to a progression scheme.
- 8.2 If an employee's application for progression from Level 2 to Level 3 of the professional stream is unsuccessful and the employee is aggrieved they may lodge a grievance in accordance with a Directive issued by the Public Service Commission Chief Executive or departmental policy.
- 8.3 If the employee's grievance is not resolved within a timeframe as specified by the Public Service Commission Chief Executive, the employee may choose whether to accept a negotiated extension of time to resolve the matter or they may lodge a fair treatment appeal in accordance with a Directive issued by the Public Service Commission Chief Executive.

9. Definitions

Frontline work means work performed in positions whose primary responsibility involves interaction with members of the public to deliver child protection services and/or adoption services.

Professional stream has the same meaning accorded to it as in clause 12.1(b) of the *Queensland Public Service Officers and Other Employees Award – State 2015* and is part of the Public Service Classification and Remuneration System.