

Award Role Grade Evaluation and Change Procedure



Transport
for NSW

Procedure Number: CPr20021.2
Effective Date: 3 August 2021
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1 Who is this document for?

All TfNSW Group Award employees	YES
Ongoing and Temporary RMS Group award employees	YES
Casual RMS Group award employees	NO
Transport Service Senior Managers and Executives	NO
Labour Hire, Consultants and Professional Service Contractors	NO

2 Purpose and Scope

Role evaluation helps us work out the correct grade and salary for a role.

It can be used as part of a role creation or modification, or for larger organisational structure reviews.

This procedure explains the evaluation process and the impact of evaluation results on employees working in an evaluated role.

3 Requirements

3.1 Decide to evaluate a role

As a manager you can decide to evaluate a role, particularly where:

- you're creating a new role in your work area and you need to know what the grade will be
- someone in your work area has left and it's an opportunity to review what work is needed from that vacant role, or
- an occupied role in your work area has changed since the last evaluation with new accountabilities, role dimensions, capabilities or other changes that might affect the grade.

In some cases you may decide the role is no longer required and should be abolished.

Employees can also request you approve an evaluation of their role, particularly where it has changed. Unions and other associations that are party to the RMS Group Consolidated Salaried Award and Traffic Signals Award can also request role evaluations.

RMS Group Wages Staff Award employee role evaluations are managed under the [Wages Classification System](#) (see 3.5.2).

3.2 Prepare the role description for evaluation

The role description is the main document used to evaluate a role, so it needs to be up to date and correctly list the accountabilities, challenges, role dimensions and capabilities for the role.

As the manager, you're accountable for developing the updated role description. There are a number of tools to help you develop one on the [Public Service Commission website](#). Your People Partner can help you prepare a draft.

You can get a copy of the current role description by contacting your People Partner or Talent Specialist.

If the current role description is accurate, there's no need for an evaluation.

3.3 Request an evaluation

The Point 3 manager with Senior Manager P&C Business Partnering endorsement can request a role evaluation by contacting your People Partner or Talent Specialist.

3.4 Receive and assess evaluation result

If the role is vacant, you can use the evaluation result to help modify the role.

You can modify the grade of a vacant award role by completing an [Establishment Variation form on MyTransport](#) and sending it through the people listed for endorsement on the form for approval by Executive Director Business Partnering (Role 60).

If the role is occupied, you first need to consider the impact of any grade change on the employee in the role. An employee in the role can appeal your decision (see 3.5.1).

3.4.1 No grade change

No action is needed if the evaluation shows the role's grade has not changed.

If the employee in the role (or a Union or other association that is party to the RMS Group Consolidated Salaried Award and Traffic Signals Award) requested the evaluation, you can provide them with a copy of the evaluation result and confirm there will be no change to the role's grade.

3.4.2 Role grade lowered

When the evaluation lowers the role's grade, you can offer the role to the employee.

If they accept, they receive three months' salary maintenance before their salary drops to the new grade. If the employee has worked at that lower grade before, they will return to the last step of the grade that they were previously paid at, otherwise they'll be paid at the base of the grade.

If they do not accept the role, they are managed under the [Managing Excess Employees Procedure](#).

3.4.3 Role raised one grade

When the evaluation raises the role one grade higher, you need to assess if the employee has the capability to work in the re-graded role.

If necessary and before you complete the assessment, you can place the employee in the re-graded role for a trial higher duties assignment of no more than 3 months.

Your assessment must be in writing and a copy given to the employee. The employee can appeal your decision (see 3.5.1).

If the employee is assessed as suitable, you can submit a request to Executive Director Business Partnering (Role 60) to directly appoint the employee to the re-graded role.

If the employee is assessed as not suitable, you must advertise the role.

If the employee does not apply for the role or is not selected for the role they are managed under the [Managing Excess Employees Procedure](#).

3.4.4 Role raised two or more grades

An employee in a role that is re-graded two or more grades higher cannot be directly appointed to it.

You must advertise the role. If the employee does not apply for the role or is not selected for the role they are managed under the [Managing Excess Employees Procedure](#).

3.4.5 Role raised one grade higher for the second time

If a role has already been re-graded once and the employee was directly appointed to the re-graded role, you can submit a request to Executive Director Business Partnering (Role 60) to directly appoint the employee to the re-graded role.

3.5 Other information you should know

3.5.1 Evaluation appeals

An employee whose role has been affected by an evaluation, a manager of an evaluated role (or the relevant Union and other associations that are party to the RMS Group Consolidated Salaried Award and Traffic Signals Award) can appeal an evaluation result.

Appeals can be made about a single role evaluation or evaluations done as part of a larger organisational structure review.

You can submit your appeal in writing to the Role 75 Delegation holder for the business area, and include details of why you disagree with the evaluation result and any relevant evidence, for:

- single role evaluations – within 30 calendar days of the date the evaluation result was communicated, or
- structural reviews – during the staff consultation period

The Role 75 Delegation holder for the business area may arrange an independent re-evaluation.

The Role 75 Delegation holder for the business area reviews the information provided and communicates a final decision.

Employees working under the RMS Group Consolidated Salaried Award and Traffic Signals Award can also make appeals to the Industrial Relations Commission.

3.5.2 RMS Group Wages award roles

All RMS Group Wages Staff Award roles are classified under the [Wages Classification System](#). Any changes to a Wages role classification and any requests for review or appeals are managed under that system.

4 Document control

4.1 Superseded documents

This Procedure replaces the following document:

- Award Role Grade Evaluation and Change Procedure CPr20021.1

4.2 Document history

Date & Procedure No	Document owner	Approved by	Amendment notes
30 March 2020 CPr20021	Director, Industrial & Workforce Relations	Director, Industrial & Workforce Relations	New Procedure
23 July 2021 CPr20021.1	Director, Industrial & Workforce Relations	Director, Industrial & Workforce Relations	Link and administrative updates to sections 2, 3.4 and 3.5.2
3 August 2021 CPr20021.2	Director, Industrial & Workforce Relations	Director, Industrial & Workforce Relations	Updates to reflect new role titles and Delegation changes

4.3 Feedback and help

Intranet: [MyTransport](#)

Equip: 'MyTransport' tile on your [Transport Equip](#) home page

Phone: Solutions Centre on 133 877

Email: tfnswhr@transport.nsw.gov.au

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Please email Corporatepolicy@transport.nsw.gov.au.