

Internal Mobility

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1.0 Purpose

This Procedure enables Griffith University's (the University's) strategic goal to unleash the potential of our people by outlining the University's approach to facilitating the career development of our workforce through secondments, transfers and the recruitment of staff through an internal only process.

2.0 Scope

This Procedure applies to job opportunities for staff currently employed at the University.

For academic staff, this is further supported by the Promotion of Academic and Research Only Academic Staff Policy and the Promotion of Academic Staff Procedures. Promotion of Academic Staff Procedures.

External secondments are handled under the Secondment of Staff to Other Institutions Policy and Procedures.

3.0 Procedure

This Procedure aims to provide a balance between providing career progression for current employees and ensuring the University can recruit the most suitable candidate for the position. This Procedure provides guidance to Hiring Managers to enable the appropriate consideration of current employees as part of their recruitment strategy and reflect the University's commitment to career development.

3.1 Creating a Culture of Internal Mobility

Sharing job opportunities with current employees

All vacant positions will be advertised internally to ensure that University employees are informed of vacant positions.

The following channels may be utilised:

- Internal Jobs Board
- Select vacancies may be promoted through targeted, or university wide, communication channels.

Supporting Internal Mobility

A manager will be expected to support an internal appointment unless the appointment will lead to significant operational issues. In these circumstances it would be expected that the internal movement maybe delayed for a reasonable period to ensure appropriate coverage is available during the appointment.

It would be in exceptional circumstances that a transfer or secondment would not be facilitated. The Talent Acquisition Partner will be available to provide advice in these circumstances.

3.2 Types of Internal Mobility

Secondment

A secondment occurs when an employee is the successful applicant in a recruitment and selection process for a fixed term position or to backfill for an ongoing position for a fixed period. It also occurs when an employee is directly approached about a secondment opportunity by either the Hiring Manager or the Talent Acquisition team.

A secondment as a key pathway to provide a career development opportunity is generally of a temporary nature.

Transfer

An internal transfer involves an employee permanently accepting a new position at the same classification level or above and is a continuing position.

At the commencement of the transfer, the employee will rescind their previous position and they will have a new substantive position. Their original role becomes vacant.

In the instance that the new position is substantially different to the employee's previous role, a new period of probation may apply. The probation period should reflect a reasonable period for the employee to be able to demonstrate appropriate performance in the position.

3.3 Guidelines for Secondments and Transfers

Ensuring confidentiality for internal candidates

Employees may prefer confidentiality when enquiring or applying for an internal position. The Talent Acquisition team will support this preference where appropriate to ensure the employee is able to have appropriately timed discussions with their manager or the Hiring Manager.

The Hiring Manager or Talent Acquisition team member who is aware of an employee's interest in, or application for, a position must not disclose this information without the candidate's permission. For example, the Hiring Manager must not contact the candidate's current manager or supervisor to discuss their application, or for a reference, unless the candidate has given permission.

The exception to confidentiality is when sharing the information is required for the purposes of recruitment, and at the appropriate time a member of the Talent Acquisition team will provide a list of candidates to the selection panel.

Informing a candidate's current manager: Transfer

An employee is not obliged to inform their manager of their intention to apply for an internal position where they will be resigning from their current role if they are successful, and moving into another role at the University, whether the new role is permanent or fixed term.

An employee should inform their manager at the offer stage of the recruitment process if they intend to accept the position. As part of the offer process, the Hiring Manager will contact the employee's current manager to negotiate an appropriate notice period after an offer has been provided to the employee.

Informing a candidate's current manager: Secondment

Employees should be aware that any opportunity to retain their substantive position (whilst undertaking a fixed term role) will require support from their current manager.

The Talent Acquisition team will provide advice to the relevant manager to support the transfer or secondment.

Approaching internal staff about potential opportunities

The Talent Acquisition team may approach current employees to discuss internal job opportunities in confidence.

The Talent Acquisition team will be available for confidential discussions with individuals on specific opportunities at any point during the recruitment process.

Guidelines for Secondments and Transfers

If a current employee successfully applies for an internal, fixed term position, they may choose to resign from their current position or seek to undertake the new role via a secondment arrangement.

Requests for secondments will be considered on a case-by-case basis, considering the benefits for the individual and the work area. A secondment should meet the University's strategic and operational objectives and not cause any detriment to the operations of an employee's substantive position.

Requests for secondment should be assessed in a fair, reasonable, and transparent manner.

Secondments may be approved where the opportunity supports at least one of the following:

- Meeting staff requirements or making specialised skills available in another part of the University.
- Providing the employee with an opportunity to obtain experience, act at a higher level, or develop skills that they could not easily acquire in their substantive position; or
- A reciprocal job exchange between two internal work areas for a fixed term period, for the purpose of staff development or knowledge exchange.
- When a position is left vacant by a secondment arrangement, a manager's request to backfill that position for the secondment period will be considered as per usual recruitment approval protocols. This is to ensure the employee's substantive team can maintain their immediate workload.
- If a supervisor wishes to refuse a secondment request, the supervisor should meet with the employee to discuss the reasons and alternatives. This discussion should be followed up in writing, outlining the reasons for the refusal and, if appropriate, the alternative resolution. If the employee feels the refusal is unreasonable, they may raise a complaint about the refusal via the **Individual Grievance Resolution Procedure**.

Conditions of Secondments

Unless otherwise negotiated, staff are eligible to apply for secondment once they have:

- Satisfactorily completed their probationary period, or
- If probation does not apply, have been working in their current position for at least six months.

Secondments are typically granted for a period of up to 12 months. In exceptional circumstances a period of up to two years may be negotiated.

Secondments may be considered where the employee undertakes the secondment on a fractional basis in conjunction with their substantive position. As such, the staff member would effectively have two part-time positions with combined working hours not exceeding a full-time position.

Secondments are considered as service in accordance with the relevant employment agreement.

A substantive position left vacant and approved for backfill, will be for a fixed term period with an end date usually no later than the last day of the secondment period.

At the end of the secondment period, the secondee will return to their substantive position except when:

- The substantive position was for a fixed term period which expired during the secondment period; or
- The secondee and the seconding work area wish to extend the secondment, as negotiated on a case-by-case basis; or
- The employee resigns from the University or successfully applies for another internal role.

Commencement of Secondment or Transfer

Prior to commencing a secondment, the terms and conditions must be determined and agreed to by both the relevant managers and the employee. All documentation must be completed, approved, and provided to Talent Acquisition.

Internal secondments do not include a probation period as the employee should have already passed a probation period in their substantive role. If an employee has not completed an initial probation period with the University, then the secondment will be considered as part of the minimum employment period, as defined by the Fair Work Act 2009 (Cth).

Talent Acquisition will provide the employee a written offer of employment, if the secondment opportunity arises from a formal recruitment and selection process or provide an email confirmation of the secondment arrangement and provide a copy to the respective supervisors.

Notice periods during a Secondment

Employees are required to comply with the following notice periods unless otherwise agreed to by the relevant supervisors:

Secondment notice period

Commencing a secondment	At least two weeks, with the exact period to be negotiated with the substantive and seconding supervisors.
Proposing to extend a secondment	At least six weeks prior to the end of the secondment period with both the substantive and seconding workplaces.
Not returning to substantive position	At least six weeks prior to the end of the secondment period.
Ending a secondment earlier than the arrangement expiry date	<p>Early return to the employee's substantive role is generally only an option if that role is still vacant. In cases where the employee wishes to return to their substantive role earlier and the role has already been backfilled, the employee should consult with their substantive and seconding supervisors to discuss potential alternative arrangements.</p> <p>For example:</p> <ul style="list-style-type: none"> • Taking leave (including without pay), or • A temporary transfer to another position if available.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

Secondment refers to when a Griffith University staff member retains their substantive position while being temporarily employed in another position within the University for a defined period.

Transfer refers to when a Griffith University staff member moves permanently to another position within the University.

For advice and support contact policy@griffith.edu.au for Governance and Operational policy documents.

5.0 Information

Title	Internal Mobility Procedure
Document number	2024/0001059
Purpose	This Procedure provides an outline of the University's approach to internal secondments (temporary transfers), transfers, and recruiting internally for vacant positions.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 4: Quality Education
Approval date	October 2023
Effective date	30 April 2024
Review date	2026
Policy advisor	Head, Talent Acquisition
Approving authority	Director, Human Resources

6.0 Related Policy Documents and Supporting Documents

Legislation	Fair Work Act 2009 (Cth)
Policy	Talent Acquisition Policy
Procedures	Talent Acquisition Procedure
Local Protocol	N/A
Forms	N/A