

University of South Australia



**ASSOCIATE HEAD OF SCHOOL  
CONDITIONS OF EMPLOYMENT  
GUIDELINES**

Human Resources Unit  
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## 1. Overview

These Guidelines embody the principles of the University's Remuneration Policy and reflect the preferred and accepted practices of the University. The Guidelines provide direction to the remuneration and general management of academic staff seconded into the position of Associate Head of School.

These Guidelines should be read in conjunction with the Remuneration and Reward Policy (Policy No HR 28.0) and associated guidelines, the Staff Recruitment and Selection (Policy No HR 27.0) as well as the applicable Industrial Instrument. The Guidelines will be reviewed to ensure that effectiveness and best practice principles are applied.

## 2. Guiding principles and approach

The broad principles and approach embodied within the Guidelines are :

- The remuneration and conditions associated with the Associate Head of School secondment are designed to attract a range of academic staff and also to reward for management and academic contribution.
- Staff of the University will be seconded into the role and maintain a substantive ongoing position.
- There will be no salary disadvantage to an internal staff member for accepting and undertaking secondment to the position of Associate Head of School.

## 3. Relevant terms

**Associate Head of School allowance** –the allowance paid under these Guidelines to remunerate for the appointment to the Associate Head of School role.

**Base salary** –the relevant salary under the academic staff salary scales as per the applicable Industrial Instrument.

**Industrial Instrument** –the applicable Collective Agreement, Award, Australian Workplace Agreement, contract of employment or legislation.

**Market attraction / Retention allowances** –an allowance paid under the Market Allowance Guidelines to assist in the attraction and retention of key staff where a demonstrable competitive market premium for particular skills exists. Refer to Market Allowance Guidelines (as amended or replaced).

**Merit selection** – the extent to which an applicant has abilities, aptitude, skills, qualifications, knowledge, experience and achievement (including community service), characteristics and personal qualities relevant to the carrying out of the duties in question. Refer to the Staff Recruitment and Selection Policy and Guidelines (as amended or replaced).

**Ongoing employment** – offered as a condition of employment to external applicants after the fixed term as Associate Head of School concludes. The terms of ongoing employment need not be agreed in detail prior to the commencement of the offer of the fixed term Agreement for Secondment. Rather it is a guarantee that, subject to performance, health and redundancy provisions outlined in the contract of employment, ongoing employment at a pre-agreed classification level will be offered at cessation of the term as Associate Head of School.

**Substantive level** –the classification level the staff member previously held and maintained prior to secondment to the Associate Head of School role.

**Substantive salary** – refers to the base salary of the staff member prior to secondment (substantive level) into the role of Associate Head of School.

#### **4. Associate Head of School role**

An Associate Head of School position will normally be created during workforce planning discussions, when an organisational need is identified at the local area.

##### **4.1 Approval**

Creation of an Associate Head of School role within the School must be:

- documented by the Head of School
- supported by the Human Resources Unit
- approved by the relevant Pro Vice Chancellor.

##### **4.2 Business case**

The Head of School must provide a business case to support the creation of an Associate Head of School role.

Depending on the individual School's requirements the following can be used in the preparation of the business case:

- the generic position description developed for the Associate Head of School Academic Programs or the Associate Head of School Teaching and Learning can be used or
- position descriptions developed can be modified to reflect the School requirements or
- the capacity to develop other types of Associate Head of School position descriptions (such as Associate Head of School Research Education) is available.

When using the developed generic position descriptions, it should be expanded to describe the role within the Division and School.

The business case should include the proposed School structure, the scope of responsibility, reporting relationships and the outcomes of the role. Due to the size, complexity and nature of the different School structures within the University it is not expected that all Schools will utilise this role.

#### **5. Selection to the Associate Head of School role**

Guidelines relating to the selection of the Associate Head of School role are contained within the Selection and Recruitment Policy and Guidelines.

#### **6. Appointment**

The Associate Head of School secondment is normally for a fixed term period of up to three years with a minimum secondment period of 12 months. The Head of School may determine the appropriate length of service for academic staff to undertake the role, taking into consideration the academic programs and the availability of a suitable pool of academic staff to undertake the role.

Where a position is advertised externally and the candidate sourced externally, the appointment is to a minimum of a level D academic position. Selection for the position would be based on the requirements for a level D academic position.

Either party may initiate termination of the secondment agreement by giving not less than three months' notice in writing.

## 7. Reappointment

An Agreement for Secondment of up to three years to the position of Associate Head of School may be renewed for up to three years without a merit selection process. Renewal will be subject to satisfactory performance in the role and a review of the requirements of the School. Satisfactory performance will be determined by the Pro Vice Chancellor and Head of School and assessment will include utilising formal performance management tools in accordance with the University's Performance Management Program. If a second term is offered to the staff member and the staff member agrees, a letter will be sent to the staff member confirming the renewal.

At the end of the second consecutive term as Associate Head of School, the position must be open to merit selection and a formal selection and recruitment process will be conducted. The current incumbent Associate Head of School will be eligible to apply.

## 8. Associate Head of School classification and remuneration

### 8.1 Remuneration approach

An Associate Head of School Allowance is paid to the incumbent whose substantive level is lower than a Level D in recognition that the Associate Head of School role will have prime responsibility for the implementation of the School's programs and contribute to School governance as a member of the School Executive.

### 8.2 Associate Head of School remuneration

Total remuneration for the position will be which ever is the greater at the date of secondment between:

- the salary of Level D step 1, or
- the salary of current classification.

This table demonstrates the determination of an appropriate allowance:

<b>Substantive class and level</b>	<b>Associate Head of School allowance</b>
<b>For Level B</b> substantive	difference between substantive salary and level D step 1
<b>For Level C</b> substantive	difference between substantive salary and level D step 1
<b>For Level D</b> substantive	Level D substantive
<b>For Level E</b> substantive	Level E substantive

Incremental adjustments will be made automatically by payroll on the anniversary of appointment to the Associate Head of School role.

## 9. Other conditions and considerations

### 9.1 Allowances

Market allowances may be paid in addition to the Associate Head of School allowance. In this instance Market Allowances should be paid in accordance with the Market Allowance Guidelines.

## **9.2 Superannuation**

The Associate Head of School Allowance may be superannuable depending on the rules of the staff member's superannuation fund. The staff member must seek advice from the University Superannuation Officer as to the status of the allowance with reference to their fund.

As a general rule the Associate Head of School Allowance may be superannuable where the staff member so chooses and only where the superannuation fund will accept the allowance as superannuable.

## **9.3 Academic title**

The title of the incumbent will be Associate Professor or higher during the term as Associate Head of School (where the incumbent does not hold that title substantively).

## **9.4 Leave management**

The Associate Head of School remuneration arrangements will continue whilst undertaking any paid leave during the term of the secondment. The Professional Experience Program Policy and the Annual Leave - Academic Staff Guidelines will apply (as amended or replaced).

## **10. Responsibilities and/or Authorities**

Responsibility for the application of these Guidelines rests with the relevant Senior Management Group member.

The Vice Chancellor (or nominee), on application from the relevant Pro Vice Chancellor, may approve a variance to the remuneration and/or conditions of employment for an Associate Head of School appointment. Any additional recurrent remuneration will be paid as a market attraction/retention allowance.

## **11. Cross references**

As amended or replaced:

- Professional Experience Program Policy (HR-9.0)
- Staff Recruitment and Selection Policy (HR-27.0)
- Remuneration and Reward Policy (HR-28.0)
- Applicable Industrial Instrument.

## **12. Further assistance**

Available from the Remuneration and Workforce Strategy Team in the Human Resources Unit.