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WITHOUT PREJUDICE

Dear Ms McMahon

WAGES PARITY ENTERPRISE BARGAINING – SALARIED EMPLOYEES

I refer to your letter of 31 October 2006 in which you raise a number of issues relating to the draft work level definitions for the new Professional Officer structure and Medical Scientists structure detailed in the without prejudice Draft Agreement tabled at the Single Bargaining Centre meeting of 5 October 2006. These issues were also the subject of further discussion between your officers and Ms Summerton of this office on 8 November and 16 November 2006.

This office has also received comments from other employee representatives and these comments have also been taken into consideration in reviewing the draft work level definitions of 5 October 2006.

Please find enclosed revised draft work level definitions for Professional Officers, Medical Scientists and Grant Funded Scientists. Documents detailing the tracked changes to the draft work level definitions are also enclosed. Attachment A summarises the significant changes to the proposed work level definitions.

Jan Summerton, Principal Employee Relations Adviser is available to meet with your representatives to discuss any issues arising out of this correspondence. Jan can be contacted on 8226 4045 (or mobile 0401 125 869).

Yours sincerely

Chief Executive, Department of the Premier and Cabinet

per:

Elbert Brooks
**EXECUTIVE DIRECTOR
PUBLIC SECTOR WORKFORCE RELATIONS**

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ATTACHMENT A

SUMMARY OF CHANGES TO PROPOSED WORK LEVEL DEFINITIONS

Professional Officer Work Level Definitions

Inclusion of the term “health unit” where the term “agency” has been used.

Matters previously included in the “Working Environment” section, which included operational statements, are now included in the “Operational Outcomes” section and any statements which appeared to duplicate outcomes removed.

Inclusion of the phrase “...may include a combination of the following” in the “Operational Outcomes” sections for Levels 1, 2, 3, 4 and 5.

Definitions

Inclusion of new definition for “clinical” to ensure that the intention of the Career Group Information in the Professional Services Stream Standard (Section 3) is adequately reflected in the new work level definitions.

Simplification of the definition of “complex”.

Removal of the reference to “un-refereed conference papers and/or internal reports” from the definition of “papers” as this definition is used only at Level 5.

Simplification of the definition of “very complex” by including the phrase “which feature both ambiguity and novelty” and deleting the wording “with the work drawing together a range of aspects and methods selected from a range of genuine alternatives”.

Level 1

Inclusion of the statement “This may require post-graduate qualifications (necessary for registration) to be pursued in a professional development year while employees are engaged at this level.” This ensures that professionals, for example sonographers who are not registered, are able to be employed at Level 1 whilst they are undertaking their professional development year. This is consistent with current practice.

Inclusion of the words “With experience, ...” for the statements relating to the checking of the work (now the review of aspects of work) of professional officers, supervision of assigned employees and responsibility for straightforward projects.

Inclusion of the words “on straightforward matters” in the statement relating to discussing techniques, procedures and results with clients.

Inclusion of the following new statements to ensure that the intention of the Career Group Information in the Professional Services Stream Standard (Section 3) is adequately reflected in the new work level definitions.

- “Organises, maintains, develops and promotes collections and information sources.
- Undertakes projects and/or therapeutic interventions involving assessment, analysis and interpretation and communication of findings, results and projected solutions.”

Deletion of the statement “With training, undertakes increasingly specialized operations” on the basis that the work level definition recognises that “contributions are essentially operational in nature, and deal with non-repetitive projects, cases and/or situations which will, with experience, become increasingly complex, and which contain competing and sometimes conflicting factors.”

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The removal of this statement should not be considered as endorsing any particular party's views that the appointment of specialist should be at a specified Professional Officer level. The classification of any employee will have regard to the knowledge and experience of the employees, and the operational outcomes and the working environment.

Level 2

Clarification that work at this level is usually performed under "reduced" professional direction with quality of output monitored in the first paragraph and the words "and is not normally subject to close formal professional direction" deleted in the second paragraph.

Rewording of the statement "demands a detailed knowledge of standard professional tasks" to include "including problem definition, assessment, planning, liaison, execution, analysis, interpretation and reporting)" to reflect the wording contained in the Professional Services Stream Standard.

Rewording of the third paragraph to clarify the words "(in some situations as leader)" to include "but not a professional officer with managerial responsibilities" and further amendments to the phrase "specialist professional" to now read "professional officer (who has expertise in one or more fields within a discipline)".

Inclusion of a new paragraph "Employees at this level may be expected to have completed post-graduate qualifications that are necessary for registration to practice in specialized settings." to reflect the engagement of such professionals as Sonographers.

Clarification of the statement "coordinates projects" to now read "coordinates all phases of a project or assignment."

The statement "Provides professional direction to staff including responsibilities for on-the-job training and development" previously contained in the "Working Environment" section has been reworded and included in the "Operational Outcomes" section as "Where appropriate, provides professional direction to staff including where appropriate professional development to other professional officers."

Amendment of the statement "Accepts a high level of professional and operational accountability." to read "Exercises and accepts professional responsibility for the outcomes of a work unit." To reflect the wording contained in the Professional Services Stream Standard.

Your proposal that the work level definitions should include a commitment to service excellence, commencing at Level 2 is not supported. It is not appropriate that service delivery by employees be considered as an element for determining an employee's classification. As indicated above the classification of any employee will have regard to the knowledge and experience of the employees, and the operational outcomes and the working environment.

Level 3

Inclusion of the following statement "This is the first level where a *professional officer* may have *managerial responsibilities*." in the fourth paragraph.

Clarification of the statement "Has professional independence and competence" to now read "operates with professional independence and high levels of competence" in the "Knowledge and Experience" section.

The statement relating to post graduate specialised qualifications or extensive recognized expertise in the "Working Environment" section is now included in the "Knowledge and Experience" section and reworded to "Continues to apply knowledge obtained through post-graduate specialised qualification and/or extensive recognized expertise."

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Clarification of the statement “provides consultancy services and professional advice” to read “provides professional advice and consultancy services to other agencies, industry representatives and the public.”

To ensure that the intention of the Career Group Information in the Professional Services Stream Standard (Section 3) is adequately reflected in the new work level definitions, inclusion in the “Working Environment” section the following “May influence organisational attitudes and professional development policy within the framework of operational programs.”

You have identified concerns that there is a requirement to undertake duties of an “innovative, novel or crucial nature” at this level.

The General Stream Information in the Professional Services Stream Standards currently states for Work Level 3 (PSO3):

“the undertaking of professional duties of an innovative, novel, and/or critical nature without professional direction.”

The proposed work level definition for Level 3 states:

“Undertakes professional duties of an innovative, novel, and/or crucial nature without professional direction subject to established professional standards.”

Your proposal to exclude the terms “innovative, novel or crucial nature” from this level is not supported as it is consistent with existing Level 3 requirements.

Level 4

Amendment to the description of “substantial professional judgement” to read “significant professional judgement”.

Amendment to the statement in the second paragraph which currently reads, “Decisions are likely to have significant impact ..” to “Decisions are likely to have a major impact ...”.

Replacement of the words “Uses substantial professional judgement based on ...” in the “Working Environment” section to “Uses significant professional judgement based on ...” to ensure consistency of wording in the first statement in the “Operational Outcomes” section.

Your concerns in relation to requirement that an employee to be classified at this level being required to have “published works in refereed journals” is not substantiated. The proposed work level definitions for Level 4 state “the professional officer will have a high profile within the discipline through higher qualifications or by publications in refereed journals.” (my emphasis). It is not mandatory requirement that employees have published works in refereed journals as you have suggested.

Level 5

Amendment to the statement in the third paragraph “...decisions at this level are likely to have very significant impacts to the agency....” to now read “... decisions at this level are likely to have substantial impacts to the health unit, agency ...”.

Clarification that the sixth paragraph which presently reads, “The lack of precedent is a significant feature of the majority and investigations is a significant features of this level “ to “For the leading professional specialists, the lack of precedent is a major feature of the majority ... and investigations is a major feature of this level”.

Inclusion of a new statement in the “Working Environment” section, “Positions at this level have crucial impacts to the agency (or health unit), to industry, to the State or to the Nation and decisions made will not usually be subject to professional review.

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Medical Scientists

Inclusion of the term “health unit” where the term “agency” has been used.

Matters previously included in the “Working Environment” section, which included operational statements, now included in the “Operational Outcomes” section and any statements which appeared to duplicate outcomes removed.

Inclusion of the phrase “...may include a combination of the following” in the “Operational Outcomes” sections for Levels 1, 2, 3, 4 and 5.

To cover the different operational settings that medical scientists work within where the work level definitions refer to the term “clients” this has been extended to include “or peers” and the term “consultancy service” has been amended to read “advisory service” or “advisory/consultancy service” where appropriate.

Definitions

Simplification of the definition of “complex”.

Removal of the reference to “un-refereed conference papers and/or internal reports” from the definition of “papers”.

Simplification of the definition of “very complex” by including the phrase “which feature both ambiguity and novelty” and deleting the wording “with the work drawing together a range of aspects and methods selected from a range of genuine alternatives”.

Level 1

Deletion of the term “In many disciplines, formal professional registration will be expected or will have been acquired.” as there is no registration requirements for a medical scientist.

Inclusion of the phrase “on straightforward matters” in the statement relating to discussing techniques, procedures and results with clients and peers.

Inclusion of the following new statement to ensure that the intention of the Classification Descriptions in the Medical Scientists (South Australian Public Sector) Award is adequately reflected in the new work level definitions.

- Activities at this level may be undertaken on an individual basis or as the ad hoc leader of a small team.

Inclusion of the statement “Organises, maintains, develops and promotes collections and information sources.” To be consistent with the Professional Officer Level 1.

Deletion of the statement “Conducts clinical and consultative services, one-on-one and group activities, and discipline promotion programs” as this is not a requirement for Medical Scientists.

Inclusion of the words “With experience, ...” for the statements relating to the checking of the work (now the review of aspects of work) of medical scientists, supervision of assigned employees and responsibility for straightforward projects.

Deletion of the statement “With training, undertakes increasingly specialized operations” on the basis that the work level definition recognises that “contributions are essentially operational in nature, and deal with non-repetitive projects, cases and/or situations which will, with experience, become increasingly complex, and which contain competing and sometimes conflicting factors.”

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Level 2

Clarification that work at this level is usually performed under “reduced” professional direction with quality of output monitored in the first paragraph and the words “and is not normally subject to close formal professional direction” deleted in the second paragraph.

Rewording of the statement “demands a detailed knowledge of standard professional tasks” to include “including problem definition, assessment, planning, liaison, execution, analysis, interpretation and reporting)” for consistency with PO work level definitions.

Rewording of the third paragraph to clarify the words “(in some situations as leader)” to include “but not a medical scientist with managerial responsibilities” and further amendments to the phrase “specialist professional” to now read “medical scientist (who has expertise in one or more fields within a discipline)”.

Clarification of the statement “coordinates projects” to now read “coordinates all phases of a project or assignment.”

The statement “Provides professional direction to staff including responsibilities for on-the-job training and development” previously contained in the “Working Environment” section has been reworded and included in the “Operational Outcomes” section as “Where appropriate, provides professional direction to staff including where appropriate professional development to other medical scientists.”

Amendment of the statement “Accepts a high level of professional and operational accountability.” to read “Exercises and accepts professional responsibility for the outcomes of a work unit.” for consistency with PO work level definitions.

Level 3

Rewording of the requirement of “a high level of *professional independence* in the determination of operational priorities, strategies, work standards and allocation of resources” to read “a level of professional independence ...” to take account of the specific environmental and operational requirements for medical scientists.

Inclusion of the following statement “This is the first level where a *medical scientist* may have *managerial responsibilities*.” in the fourth paragraph.

Clarification of the statement “Has professional independence and competence” to now read “operates with professional independence and high levels of competence” in the “Knowledge and Experience” section.

The statement relating to post graduate specialised qualifications or extensive recognized expertise in the “Working Environment” section is now included in the “Knowledge and Experience” section and reworded to “Continues to apply knowledge obtained through post-graduate specialised qualification and/or extensive recognized expertise.”

Clarification of the statement “provides consultancy services and professional advice” to read “provides professional advice and consultancy services to other agencies, industry representatives and the public.”

To provide for consistency between the proposed work level definitions for Professional Officers, inclusion in the “Working Environment” section the statement “May influence organisational attitudes and professional development policy within the framework of operational programs.”

You have also identified concerns that there is a requirement to undertake duties of an “innovative, novel or crucial nature” at this level.

The Classification Descriptions in the Medical Scientists (South Australian Public Sector) Award currently states for the MS3 Work Level Definitions:

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“the undertaking of professional duties of an innovative, novel, and/or critical nature without professional direction.”

The proposed work level definition for Level 3 states:

“Undertakes professional duties of an innovative, novel, and/or crucial nature without professional direction subject to established professional standards.”

Your proposal to exclude the terms “innovative, novel or crucial nature” from this level is not supported as it is consistent with existing Award classification descriptions for the MS3.

Level 4

Amendment to the description of “substantial professional judgement” to read “significant professional judgement”.

Amendment to the statement in the second paragraph which currently reads, “Decisions are likely to have significant impact ..” to “Decisions are likely to have a major impact ...”.

Replacement of the words “Uses substantial professional judgement based on ...” in the “Working Environment” section to “Uses significant professional judgement based on ...” to ensure consistency of wording in the first statement in the “Operational Outcomes” section.

Due to the similarities between the Professional Officer work level definitions and the proposed Medical Scientists work level definition your concerns in relation to requirement that an employee to be classified at this level being required to have “published works in refereed journals” have already been addressed in this correspondence.

Level 5

Amendment to the statement in the third paragraph “...decisions at this level are likely to have very significant impacts to the agency...” to now read “... decisions at this level are likely to have substantial impacts to the health unit, agency ...”.

Clarification that the sixth paragraph which presently reads, “The lack of precedent is a significant feature of the majority and investigations is a significant features of this level “ to “For the leading professional specialists, the lack of precedent is a major feature of the majority ... and investigations is a major feature of this level”.

Inclusion of a new statement in the “Working Environment” section, “Positions at this level have crucial impacts to the agency (or health unit), to industry, to the State or to the Nation and decisions made will not usually be subject to professional review.

Level 6A

Amendment to the statement in the “Operational Outcomes” section, “Coordinate, contribute to and develop patents” to read “Coordinate, contribute to and develop patents where appropriate.” In

Level 6B

Amendment to the statement in the “Operational Outcomes” section, “Coordinate, contribute to and develop patents” to read “Coordinate, contribute to and develop patents where appropriate.”

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Grant Funded Scientists

Inclusion of the term “health unit” where the term “agency” has been used.

Matters previously included in the “Working Environment” section, which included operational statements, now included in the “Operational Outcomes” section and any statements which appeared to duplicate outcomes removed.

Inclusion of the phrase “...may include a combination of the following inputs” in the “Operational Outcomes” sections for Levels 1, 2, 3, 4 and 5.

To cover the different operational settings that grant funded scientists work within where the work level definitions refer to:

- the term “clients” this has been amended to read “peers” and this may include “Funding Body” where appropriate;
- the term “consultancy service” has been amended to read “advisory service” or “advisory/consultancy service” where appropriate;
- the term “corporate goals” includes “or grant funding responsibilities”;
- the term “public” has been replaced with “other research groups and Institutions”;
- the term “delivery of programs” includes “or funding outcomes”; and
- the term “multi-disciplinary team” has been deleted.

Definitions

Simplification of the definition of “complex”.

Removal of the reference to “un-refereed conference papers and/or internal reports” from the definition of “papers”.

Simplification of the definition of “very complex” by including the phrase “which feature both ambiguity and novelty” and deleting the wording “with the work drawing together a range of aspects and methods selected from a range of genuine alternatives”.

Level 1

Deletion of the term “In many disciplines, formal professional registration will be expected or will have been acquired.” as there is no registration requirements for a grant funded scientist.

Inclusion of the phrase “on straightforward matters” in the statement relating to discussing techniques, procedures and results with peers.

Deletion of the statement “Conducts clinical and consultative services, one-on-one and group activities, and discipline promotion programs” as this is not a requirement for grant funded scientists.

Inclusion of the words “With experience, ...” for the statements relating to the checking of the work (now the review of aspects of work) of grant funded scientists, supervision of assigned employees and responsibility for straightforward projects.

Deletion of the statement “With training, undertakes increasingly specialized operations” on the basis that the work level definition recognises that “contributions are essentially operational in nature, and deal with non-repetitive projects, cases and/or situations which will, with experience, become increasingly complex, and which contain competing and sometimes conflicting factors.”

Level 2

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Clarification that work at this level is usually performed under “reduced” professional direction with quality of output monitored in the first paragraph and the words “and is not normally subject to close formal professional direction” deleted in the second paragraph.

Rewording of the statement “demands a detailed knowledge of standard professional tasks” to include “including problem definition, assessment, planning, liaison, execution, analysis, interpretation and reporting)” for consistency with PO work level definitions.

Rewording of the third paragraph to clarify the words “(in some situations as leader)” to include “but not a grant funded scientist with managerial responsibilities” and further amendments to the phrase “specialist professional” to now read “grant funded scientist (who has expertise in one or more fields within a discipline)”.

Clarification of the statement “coordinates projects” to now read “coordinates all phases of a project or assignment.”

The statement “Provides professional direction to staff including responsibilities for on-the-job training and development” previously contained in the “Working Environment” section has been reworded and included in the “Operational Outcomes” section as “Where appropriate, provides professional direction to staff including where appropriate professional development to other grant funded scientists.”

Amendment of the statement “Accepts a high level of professional and operational accountability.” to read “Exercises and accepts professional responsibility for the outcomes of a work unit.” for consistency with PO work level definitions.

Level 3

Rewording of the requirement of “a high level of *professional independence* in the determination of operational priorities, strategies, work standards and allocation of resources” to read “a level of professional independence ...” to take account of the specific environmental and operational requirements for grant funded scientists.

As funding is not provided for positions designated as “manager”, the work level definitions have been amended to read:

- Be specializing within a *professional discipline*; or
- be responsible for managing external grant funding.
- apply for and be capable of receiving grant funding..

Inclusion of the following statement “This is the first level where a *grant funded scientist* may have *managerial responsibilities*.” in the fourth paragraph.

Clarification of the statement “Has professional independence and competence” to now read “operates with professional independence and high levels of competence” in the “Knowledge and Experience” section.

The statement relating to post graduate specialised qualifications or extensive recognized expertise in the “Working Environment” section is now included in the “Knowledge and Experience” section and reworded to “Continues to apply knowledge obtained through post-graduate specialised qualifications (including a PhD qualification) and/or extensive recognized expertise.”

To provide for consistency between the proposed work level definitions for medical scientists, inclusion in the “Working Environment” section the statement “May influence organisational attitudes and professional development policy within the framework of operational programs.”

Level 4

As funding is not provided for positions designated as “manager”, the work level definitions have been amended to read:

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- A senior professional practitioner; or
- A senior professional *specialist*.

"These roles may require a *grant funded scientist* to be responsible for generating funding via successful grant funding applications and for the management of external grant funding."

Amendment to the description of "substantial professional judgement" to read "significant professional judgement".

Amendment to the statement in the second paragraph which currently reads, "Decisions are likely to have significant impact .." to "Decisions are likely to have a major impact ...".

Rewording of the statement "Contributes directly to the formulation of corporate objectives" to "Contributes directly to achieving corporate objectives by being successful in applying for grant funding and managing grant funded projects." Which reflects the operational environment for grant funded scientists.

Level 5

Amendment to the statement in the third paragraph "...decisions at this level are likely to have very significant impacts to the agency...." to now read "... decisions at this level are likely to have substantial impacts to the health unit, agency ...".

Clarification that the sixth paragraph which presently reads, "The lack of precedent is a significant feature of the majority " to "For the leading professional specialists, the lack of precedent is a feature of the majority ...".

Clarification that the sixth paragraph which presently reads, "The lack of precedent is a significant feature of the majority and investigations is a significant features of this level " to "For the leading professional specialist, the lack of precedent is a major feature of the majority ... and investigations is a major feature of this level".

The statement, "Has made a significant contribution to the development of professional understanding on a national and/or international basis" in the Knowledge and Experience section has been amended to read "Has made a significant contribution to the development of professional understanding on a national and/or international basis, as evidenced by an established track record of successful grant funding applications" to reflect the operational environment of grant funded scientists.

Inclusion of a new statement in the "Working Environment" section, "Positions at this level have crucial impacts to the agency (or health unit), to industry, to the State or to the Nation."

Level 6A

No changes other than the inclusion of "health unit" where appropriate.

Level 6B

Deletion of the requirement "which is not subject to peer professional review" contained in the statement in the Knowledge and Experience section "Evidence of a substantive body of published work in internationally recognised journals or other high quality research and which is making an impact in the research field of expertise." As the publication of research work requires the proposed article to be subject to peer professional review.