

INTERNAL ONLY
ISLHD PROCEDURE
COVER SHEET



Health
Illawarra Shoalhaven
Local Health District

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| NAME OF DOCUMENT | Grading Procedure (Non-Nursing) |
| TYPE OF DOCUMENT | Procedure |
| DOCUMENT NUMBER | ISLHD CORP PROC 37 |
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| EXECUTIVE SPONSOR | Executive Director Strategic Improvement Programs |
| AUTHOR | Workforce Support Coordinator, District & Corporate Services |
| KEY TERMS | Grading, regrading, personal regrading, reclassification |
| SUMMARY | To provide a procedure for staff and management on the process for grading, regrading and reclassification of positions within ISLHD |

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

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1. POLICY STATEMENT

Illawarra Shoalhaven Local Health District (ISLHD) is responsible for the grading, regrading, classification and reclassification of positions and is committed to ensuring staff are fairly remunerated for the work that they undertake. The ISLHD Workforce Grading Review Committee seeks to ensure that equity exists across ISLHD for positions with similar duties, responsibilities and accountabilities. Grading within ISLHD must adhere to the Wage Fixing Principles determined by the NSW Industrial Relations Commission, including Work Value.

This procedure outlines the process that must be undertaken to ensure consistency in the grading of new or existing positions within ISLHD. This procedure covers:

- the grading of new positions
- the regrading of existing positions
- the regrading of staff on a personal basis (where the relevant Award allows)
- the classification of new positions
- the reclassification of existing positions

This procedure does not apply to nurses, career medical officers, senior medical and dental staff. A Nurses Grading Committee exists for the grading of nursing positions (refer to [ISLHD OPS PD 17 - Grading, Re-grading and Reclassification - Nursing and Midwifery](#)). A Medical and Dental Appointments Advisory Committee exists for the grading of senior medical and senior dental positions. Career medical officers are managed through the Medical Workforce Unit.

2. BACKGROUND

DEFINITIONS

Grading – for the purposes of this procedure, the term ‘grading’ is used generically to refer to the grading, regrading, classification or reclassification of any position or employee. Specifically, grading is the evaluation of the grade or level of a position within an Award classification. Eg Administration Officer Level 5.

Regrading – a management initiated process of reviewing a current position and changing the grade or level of a position within an Award classification, where it is considered that the existing level or grade does not adequately reflect the role and responsibility of the position. Eg Administration Officer Level 5 to Administration Officer Level 6.

Classification – the classification of a position within an Award. Eg Administration Officer.

Reclassification – the process of changing the classification of a position within an Award or from one Award to another Award. Eg Administration Officer to Health Service Manager.

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Personal Regrading – an employee initiated process of reviewing the grading applicable to a person based on their skills or qualifications under a particular Award, as distinct from the position that they are in. e.g. Health Professional Level 2 (positional) to Health Professional Level 3 (personal). Personal regrading is only available under limited Awards.

3. RESPONSIBILITIES

3.1. Employees

- Complete the Grading Application Form (for personal regrades only).
- Provide supporting documentation that demonstrates capacity to work at a higher level (for personal regrades).
- Provide a current Curriculum Vitae (for personal regrades).

3.2. Managers

- Complete the Grading Application Form and provide required supporting documents as per the Grading Application Checklist (for positional regrades).
- Review and confirm consistency with Award criteria at the relevant grade/classification.
- Assess and confirm the need for the grading and, if supported, forward to next level approver.
- Ensure that the employee has the capacity to operate at the grade stated in the position description.
- Ensure the grading application and attachments have been saved in HP Content.
- Manager prior to forwarding to the Workforce Support Team for review.
- Advise the employee of the grading application outcome once an ISLHD Workforce Grading Review Committee or Director Workforce Relations & Management decision has been made.
- Ensure that the employee has submitted all the relevant documentation with the Grading Application Form (for personal regrades only).
- Provide a current Personal Effectiveness & Development (PED) review and determine whether the higher level of expertise is required (for personal regrades only).
- Ensure employees are not paid Higher Grade Duties whilst a grading application is being evaluated.

3.3. Workforce Support Team

- Advise and support managers and General Managers / Service Directors on the grading process and grading application requirements.
- Review changes to position descriptions made by managers to confirm whether a grading application is appropriate.
- Review grading applications, and return incomplete grading applications to managers where appropriate.
- Assist Managers in ensuring only complete and appropriate grading applications are submitted to the ISLHD Workforce Grading Review Committee.

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3.4. General Manager / Service Director (Level 300)

- Ensure relevant documentation is included in the grading application.
- Ensure that the application is consistent with the direction of the facility/service.
- Recommend support or non-support for the grading.
- Forward grading applications to the Executive Director for review.

NOTE: Separate to the grading application process, the General Manager/Service Director must confirm funding/budget details and arrange for budget and position approval as per the Delegations Manual.

3.5. Executive Director (Level 200)

- Ensure that the application is consistent with the direction of the facility/service.
- Recommend in-principle support or non-support for the grading.
- Forward grading applications to Workforce Operations for review.

NOTE: The Executive Director review is to provide in-principle support or non-support. The Executive Director is not expected to review the grading application against the Award criteria.

3.6. Workforce Operations

- Assist with sourcing comparative position descriptions.
- Ensure the grading application and attachments have been saved in HP Content Manager.
- Assess the completed grading application against the Award criteria, comparative position descriptions and the Grading Procedure.
- Prepare a memo of recommendation to the ISLHD Workforce Grading Review Committee.
- Forward grading applications to the relevant Award Grading Committee (where appropriate).
- Review position descriptions provided by the Ministry of Health for new ISLHD positions.
- Forward grading applications to the ISLHD Workforce Grading Review Committee.
- Provide secretarial support to the ISLHD Workforce Grading Review Committee.
- Advise the manager of the grading outcome or any grading appeal outcome.

3.7. Award Grading Committees

- Assess grading applications relevant to the Award Grading Committee.
- Recommend support or non-support for the grading to the ISLHD Workforce Grading Review Committee.

3.8. ISLHD Workforce Grading Review Committee

- Assess grading applications.

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- Recommend support or non-support for the grading to the Director Workforce Relations & Management.

3.9. Internal Audit

- Independently review the grading assessment made by Workforce Operations where there is a potential conflict of interest within the ISLHD Workforce Grading Review Committee.

3.10. Director Workforce Relations & Management

- Endorse and provide final approval or non-approval for the grading application recommendations of the ISLHD Workforce Grading Review Committee.
- Provide final approval or non-approval for grading applications (without the need to go the ISLHD Workforce Grading Review Committee) in the following instances:
 - Where an application has already been approved by an Award Grading Committee;
 - Where it is a simple Award requirement change i.e. bed/FTE numbers, qualifications, etc.
 - Where the position description has been established by the Ministry of Health (in this instance, the position description can be submitted to Workforce Operations without the requirement to complete a full grading application).

3.11. Executive Director Strategic Improvement Programs

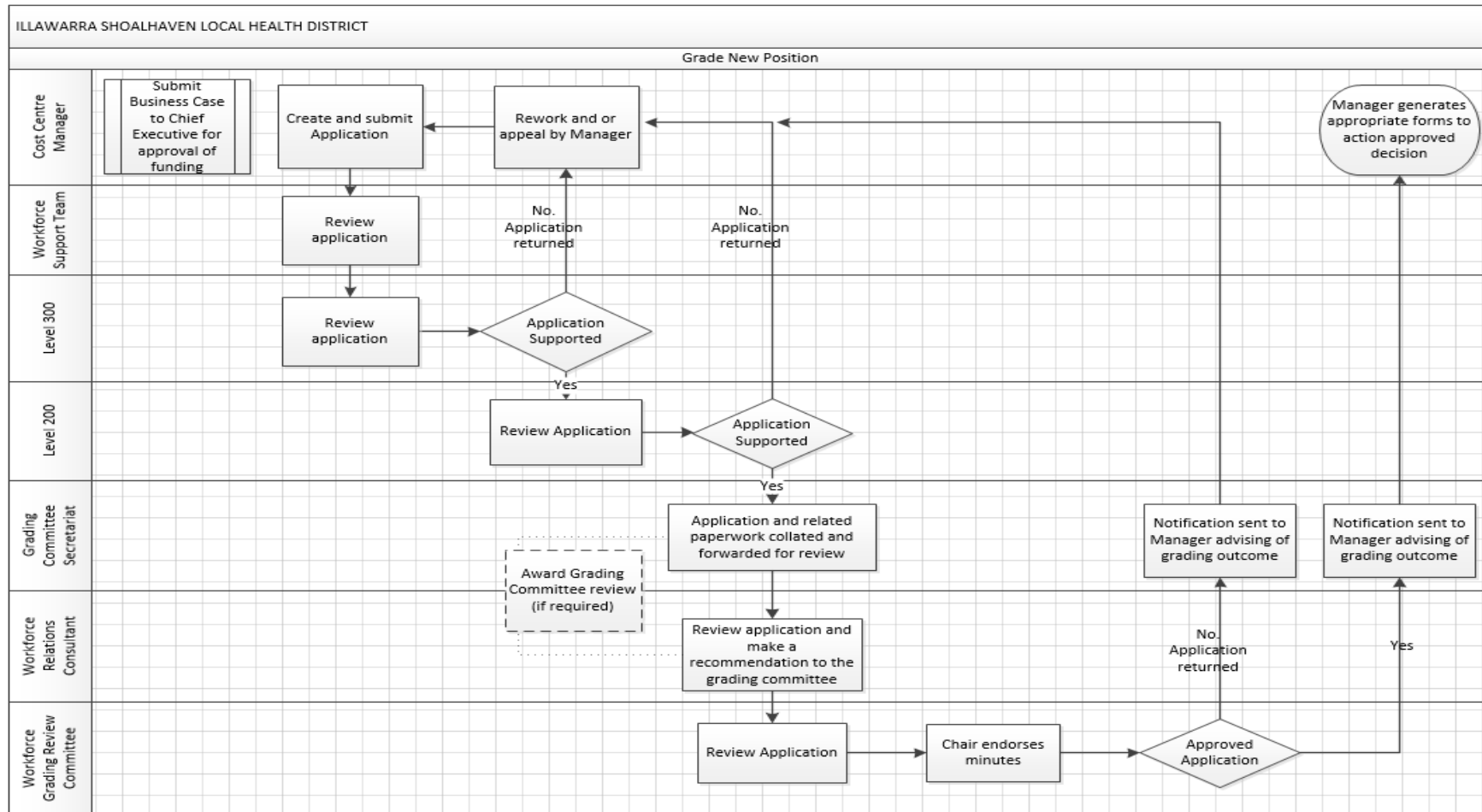
- Review and determine appeals about the grading decision made by the ISLHD Workforce Grading Review Committee or the Director Workforce Relations & Management.

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4. PROCEDURE – APPROVAL PROCESS

4.1. Flowchart of Process



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4.2. Grading Application Form Requirements

The Grading Application Form must be completed by the manager (for positional regrades) or the employee (strictly for personal regrades only), with accompanying documentation attached. There is a checklist at the beginning of the form to assist in preparing the application and ensuring all the required documentation is attached.

All grading applications must contain the following:

- A completed Grading Application Form signed by all relevant parties (the Manager, the Workforce Support Team, the General Manager / Service Director, and the Executive Director).
- The current organisation chart.
- The proposed organisation chart.
- The current position description.
- The proposed position description (in the current ISLHD format).
- PED Performance Review (for personal regrades).
- Curriculum Vitae / Resume (for personal regrades).

The grading application should demonstrate sufficient reasons as to why the regrade is required. It is important to note that other than personal regrades which are covered by certain Awards, regrades are based on the needs of the position, not the performance of the employee.

A clear analysis of the changes in role and responsibilities that support the change in the grading sought should be included in the Grading Application Form. The proposed position description must show that there has been a substantial increase in the type of duties and level of responsibilities since the current grading was determined. Managers must also be able to demonstrate that the proposed position description accurately reflects the duties and level of responsibility expected at that grade, and that the employee has the ability to operate at that grade.

Comparative position descriptions may be provided as supporting documentation for a grading application. If not provided or if the comparative position descriptions provided are not suitable, Workforce Operations will source them as part of the review process.

In general, comparative position descriptions are to be sourced from within ISLHD in order for benchmarking to occur. Comparative position descriptions sourced from other NSW Health organisations will only be considered in exceptional circumstances such as when a comparative position does not exist within ISLHD. Comparative position descriptions should be for a similar job, similar duties, similar level of responsibility, and be relevant to the position being considered for grading.

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4.3. Employee Application (for personal regrades only)

Employees are responsible for completing the Grading Application Form for personal regrades and submitting the application with the relevant documents to their manager for approval.

Where the employee does not have access to the relevant documents, such as the organisation charts, they may seek assistance from the manager in sourcing the relevant documents to attach to the Grading Application Form.

4.4. Manager Application / Review

Where the manager is submitting a grading application for a position, it is the manager's responsibility to complete the Grading Application Form and provide all the relevant documentation.

Where an employee submits a personal regrading application, the manager will review the application and recommend support or non-support for the grading.

The manager is responsible for assessing the need for the grading and submitting the grading application to the Workforce Support Team once it has been saved in HP Content Manager.

Separate to the grading process, the manager needs to identify funding and confirm budget for the regraded position. Alternatively, if it is a new position or a significant change to an existing position, the process for seeking approval to create a new position must be initiated and progressed in line with the ISLHD Delegations Manual.

4.5. Workforce Support Team

The Workforce Support Team will review the application to provide advice to the General Manager / Service Director and ensure the application and proposed position description is appropriate and in line with the Award, that the correct documents have been provided, and to consider potential flow on effects and service needs.

The Workforce Support Team should also consider and advise the manager of the process to follow if employees are likely to be affected as a result of the grading application. Consideration should be given to whether a restructure process, managed in accordance with *NSW Health PD2012_021 Managing Excess Staff of the NSW Health Service*, is more appropriate.

4.6. General Manager / Service Director (Level 300)

The General Manager / Service Director will review the grading application and recommend support or non-support for the grading. The General Manager / Service Director is responsible for providing in-principle approval for the proposed grading, based on the review and recommendation of the Workforce Support Team. The General Manager / Service

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Director is not expected to review the grading application against the Award criteria. Consideration must also be given to whether the regrading of the position is consistent with the direction of the facility/service.

4.7. Executive Director (Level 200)

The Executive Director will review the grading application and recommend support or non-support for the grading. The Executive Director is responsible for providing in-principle approval for the proposed grading, based on the review and recommendation of the Workforce Support Team. The Executive Director is not expected to review the grading application against the Award criteria. Consideration must also be given to whether the regrading of the position is consistent with the direction of the facility/service.

4.8. Workforce Operations Review

Workforce Operations will conduct an assessment of the application based on the Award criteria and all the documentation submitted. Comparative position descriptions will be sourced and used as part of this assessment where appropriate. A recommendation memo will be prepared to assist the Director Workforce Relations & Management and/or the ISLHD Workforce Grading Review Committee in their decision making.

Workforce Operations will forward the recommendation memo and grading application to the ISLHD Workforce Grading Review Committee (or directly to the Director Workforce Relations & Management where sole delegation exists).

4.9. Award Grading Committees

Whilst most grading applications are submitted directly to the ISLHD Workforce Grading Review Committee, there are a number of Awards across NSW Health which provide for the establishment of Award Grading Committee's to review personal gradings prior to being submitted to Workforce Operations.

The Awards which provide for specific grading committee's to review personal gradings are:

- NSW Health Service Health Professionals (State) Award
- Health and Community Employees Psychologists (State) Award
- Hospital Scientists (State) Award
- Health Employees' Medical Radiation Scientists (State) Award
- Public Hospital Medical Physicists (State) Award
- Public Hospital Career Medical Officers (State) Award

In line with the above Awards, the current Award Grading Committees are:

- Allied Health Grading Committee
- Psychologists Grading Committee

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- Hospital Scientists Grading Committee
- Medical Radiation Scientists Grading Committee
- Medical Physicists Grading Committee (managed by the Ministry of Health)
- Senior Career Medical Officer Grading Committee (managed by the Ministry of Health)

Where an Award Grading Committee exists, the personal grading application will not progress to the ISLHD Workforce Grading Review Committee. Applications will be reviewed by the relevant Award Grading Committee and then the Director Workforce Relations and Management will have the delegation to approve these grading applications based on the Award Grading Committee's recommendation.

Award Grading Committees generally only review personal grading applications (as opposed to positional), as outlined in the relevant Award. In limited circumstances, Award Grading Committee's may also review applications for positional grading at the request of Workforce Operations or the ISLHD Workforce Grading Review Committee where additional advice is required to determine a positional grading.

Certain Awards and Determinations provide for personal regrading for some classifications, which do not require the establishment of an Award Grading Committee (and are submitted to the ISLHD Workforce Grading Review Committee). These Awards include:

- Health Employees' Pharmacists (State) Award
- Health Employees' Oral Health Therapists (State) Award
- Environmental Health Officers Determination
- Determination No. 18 of 2007 Sexual Assault Worker Non-Graduate

Where an Award Grading Committee does not exist, the ISLHD Workforce Grading Review Committee will continue to review these applications and may seek the advice of ISLHD's professional lead if necessary.

4.10. ISLHD Workforce Grading Review Committee

The ISLHD Workforce Grading Review Committee is responsible for assessing and determining all non-nursing ISLHD grading applications (except for personal regrades where there is an Award Grading Committee established, or where the Director Workforce Relations & Management has sole delegation). The ISLHD Workforce Grading Review Committee will have monthly scheduled meetings, however, applications may also be assessed on an as-needs basis.

The Secretary is responsible for sending the completed applications to the ISLHD Workforce Grading Review Committee members in electronic format. The ISLHD Workforce Grading Review Committee members will be required to make a recommendation within one week of receipt of the application. Where there is no consensus, or if further discussion is deemed

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necessary by the Committee members, a meeting will be arranged for the ISLHD Workforce Grading Review Committee members to discuss the grading applications.

4.11. Director Workforce Relations & Management Approval

The Director Workforce Relations & Management will endorse and approve, or not approve, the ISLHD Workforce Grading Review Committee decision.

4.12. Notification of Outcome

Following the decision of the ISLHD Workforce Grading Review Committee or the Director Workforce Relations & Management, the ISLHD Workforce Grading Review Committee Secretariat will advise the manager of the grading outcome.

Where the ISLHD Workforce Grading Review Committee has not approved an application, feedback will be provided to the manager (or applicant in the case of a personal regrade).

4.13. Appeals

If the manager (for positional regrades) or the employee (for personal regrades) wishes to appeal the decision of the ISLHD Workforce Grading Review Committee or the Director Workforce Relations & Management they may submit an appeal to the Executive Director Strategic Improvement Programs.

The appeal must be submitted within 21 days of receiving advice of the grading outcome. Such a submission must provide the grounds for the appeal and provide additional supporting documentation.

The Executive Director Strategic Improvement Programs will consider the appeal and make a final decision on the grading.

5. OTHER MATTERS

5.1. Personal Regrades

Personal regrading only applies where there is an Award provision specifically enabling the application for personal regrade or personal progression to be made by the employee. Except as specifically recognised by Awards, personal grading applications will not be considered.

An application for personal regrade is required to demonstrate that an employee is consistently undertaking duties at a level equivalent to the level and role being applied for. The application must also demonstrate that the expertise is being utilised and is resulting in a positive impact on services arising from the work being performed.

Where a personal regrade is sought on the basis of clinical skills and expertise, the manager is responsible for determining whether the higher level of expertise is required by the

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facility/service. If not, the skills and expertise offered by the individual cannot be expected or encouraged at the higher level.

Any education or professional development undertaken by an employee should be discussed with their manager during regular PED discussions to determine if the expertise is required within the facility/service.

Personal gradings will not automatically transfer with an employee should they be successful in gaining employment in another position within ISLHD or within NSW Health. Further, where an employee vacates a position, the personal grading ceases to apply and the position returns to its substantive grading.

5.2. Health Manager Job Evaluation Tool

An additional Health Manager Job Evaluation is required for grading positions covered by the Health Manager (State) Award. The additional job evaluation tool is used by Workforce Operations to assess and grade positions within the Health Manager classification, in conjunction with the classification levels stipulated in the Health Manager (State) Award. The tool captures both traditional management and professional roles and reflects expectations of positions in terms of expertise, judgment requirements and accountabilities.

5.3. Incomplete Applications

It is the responsibility of the person applying for the grading to provide the relevant documentation. The grading application cannot progress if all the documentation is not provided. If any of the requested information is not provided, the application will be returned to the applicant for completion and resubmission.

5.4. Unsupported Applications

Unsupported grading applications should not be submitted to the ISLHD Workforce Grading Review Committee. The ISLHD Workforce Grading Review Committee will only receive an application if it has been signed and supported by the manager, Workforce Support Team, General Manager / Service Director, and Executive Director. Unsupported grading applications at this stage will need to be appealed via the grievance management process.

If the application is not supported, and does not need to be submitted to an Award Grading Committee, the manager and/or General Manager / Service Director is responsible for advising the applicant that the application is not supported and will not progress to the ISLHD Workforce Grading Review Committee. Any feedback provided should be brief, specific, and based on the Award criteria.

The only exception to this is where the application will be submitted to an Award Grading Committee, who will receive an application regardless of whether it has been supported by the manager, General Manager / Service Director, and Executive Director or not.

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5.5. Conflict of Interest

Where there is a potential conflict of interest within the ISLHD Workforce Grading Review Committee, such as grading applications for positions within the Strategic Improvements Directorate, Internal Audit will conduct an independent review of the grading assessment made by Workforce Operations. Internal Audit is not responsible for undertaking the grading assessment, but for reviewing the assessment made by Workforce Operations to ensure relevant points have been considered and the assessment is in line with the relevant Award.

5.6. Funding and Establishment

The ISLHD Workforce Grading Review Committee is only responsible for assessing the grading. The ISLHD Workforce Grading Review Committee is not responsible for identifying funding or budget strategies relating to grading applications and has no authority to approve the establishment of new positions,. The manager and/or the General Manager / Service Director are required to identify available funds and ensure that the establishment has been approved in line with the ISLHD Delegations Manual prior to or at the same time as submitting applications to the ISLHD Workforce Grading Review Committee.

Financial commitments for all grading applications must be met from existing or identified budget resources, and supplementation will not be provided. However, a grading application should not be held back by the manager and/or General Manager / Service Director based solely on lack of funding.

If the grading application is successful, position changes will not be actioned within Stafflink without evidence of funding approval.

5.7. Ministry of Health Delegation

Applications required to go to the Medical Physicists Grading Committee must be submitted to the Ministry of Health for approval, as the Medical Physicists Grading Committee is managed by the Ministry of Health.

Applications required to go to the Senior Career Medical Officers Grading Committee must be submitted to the Ministry of Health for approval, as the Senior Career Medical Officers Grading Committee is managed by the Ministry of Health.

5.8. Direct Appointments

If a position is regraded by one salary classification (within the same Award), or within a 5% increase in the incumbent's current salary rate (if it's a reclassification moving from one Award to another), and the incumbent is deemed suitable, then they can be automatically appointed.

If the regrade is more than one salary classification (within the same Award) or greater than a 5% increase in the current salary rate (if it's a reclassification moving from one Award to

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another), or the incumbent is not deemed suitable, then the position must be advertised. This does not mean the employee will be appointed with a 5% increase in salary.

The exception to the above rule is where personal regrades under relevant Awards result in an increase in salary in excess of 5%, which is allowable, subject to the limits provided for in the relevant Award.

5.9. Salary for staff employed under the Health Managers (State) Award

Where an incumbent is directly appointed to the regraded position in line with section 5.8, the commencing salary in the regraded position will be the base rate of the regraded position or 2.5% above the incumbent's current salary, whichever is the greater.

5.10. Change management

Employees affected as a result of a grading or restructure process will be managed in accordance with *NSW Health PD2012_021 Managing Excess Staff of the NSW Health Service*.

If an employee may be affected by the grading process, early consultation with the Workforce Support Coordinator/Manager is required.

5.11. Effective Date

The effective date of an approved grading application is the date of the ISLHD Workforce Grading Review Committee decision. The exception to this is where an application has been reviewed by an Award Grading Committee, where the effective date in most cases is the date of the Award Grading Committee.

Below is a table of the relevant effective dates:

| Grading Committee | Effective Date |
|--|--|
| ISLHD Workforce Grading Review Committee | Date of the ISLHD Workforce Grading Review Committee |
| Allied Health Grading Committee | First full pay period on or after the date the application was initially provided to the manager |
| Psychologists Grading Committee | Date of the Psychologists Grading Committee |
| Hospital Scientists Grading Committee | Date of the Hospital Scientists Grading Committee |
| Medical Radiation Scientists Grading Committee | Date of the Medical Radiation Scientists Grading Committee |

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| Medical Physicists Grading Committee | Date of the Medical Physicists Grading Committee |
| Senior Career Medical Officer Grading Committee | Date of the Senior Career Medical Officer Grading Committee |

The Award Grading Committees and the ISLHD Workforce Grading Review Committee may consider requests for a retrospective effective date in exceptional circumstances only. Such requests must be included with the initial application.

6. DOCUMENTATION

Grading Application Form
 Health Manager Job Evaluation Tool

7. REFERENCES

- Ministry of Health GL2019_004 Senior Career Medical Officers: Guidelines for Personal Regrading and Establishment of New Positions.

8. REVISION AND APPROVAL HISTORY

| Date | Revision No. | Author and Approval |
|----------------------|--------------|--|
| July 2001 | 1 | SESAHS Grading, Re-Grading, Reclassification Procedure For Non Clinical Positions Covered By The Health Employees Conditions Of Employment (State) Award |
| November 2001 | 2 | SESAHS Grading/Regrading and Reclassification – Allied Health Committee |
| August 2004 | 3 | IAHS Regrade - Area Committee Procedure IHP-HR-03 |
| January 2007 | 4 | Manager, Workforce Services, approved by Acting Executive Sponsor DCO and approved by Area Executive Committee 29 January 2007 |
| June 2014 | 5 | Workplace Relations Consultant Approved by ISLHD Grading Committee 12.2.4 Approved by Director Finance May 2014 |
| February 2015 | 6 | Workforce Relations & Services Consultant |
| May 2017 | 7 | Workforce Relations Advisor Draft for comment February 2017 |

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| October 2017 | 8 | Director Workforce Policy & Practice Approved for publishing |
| September 2020 | 9 | Workforce Support Coordinator, District & Corporate Services Approval/Date: Corporate Policy Recommendation committee/ September 2020 Approval/Date: A/Executive Director Strategic Improvement Programs / September 2020 |


Appendix 1: Positional Grading Application Form (4 pages)

(To print, go to [ISLHD Forms and Templates >> Non Clinical / Operations >> Human Resources – Work Practices](#))

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Positional Grading Application



Health
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This form is to be used for grading, regrading, and re-classification applications for non-nursing positions.

Before submitting an application, applicants should read the [Grading Procedure - ISLHD OPS PROC 37](#). Positional Grading Applications must be completed by the manager. Individuals cannot complete a Positional Grading Application.

The Grading Application Form must be completed in full and must be accompanied by the following documentation:

- Current organisation chart
- Proposed organisation chart
- Current position description
- Proposed position description (in the current ISLHD format)
- Two (2) comparative position descriptions (from within ISLHD) - Optional

Note: The manager and/or the General Manager / Service Director are required to identify available funds and ensure that the establishment has been approved in line with the ISLHD Delegations Manual prior to or at the same time as submitting applications to the ISLHD Workforce Grading Review Committee.

Applications will be returned where there is insufficient detail or incomplete applications have been submitted.

Section 1 – Type of application

| | |
|---|---|
| Position Type: | <input type="checkbox"/> New <input type="checkbox"/> Existing |
| What is the application for? | <input type="checkbox"/> Grading <input type="checkbox"/> Regrading <input type="checkbox"/> Reclassification |
| Is it likely this application will generate 'flow on' grading claims with your department/service? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: |

Section 2 – Position and personal details

| Position details | |
|-------------------------|--|
| Position title: | |
| Position number: | |
| Award: | |


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Appendix 2: Personal Regrading Application Form (4 pages)

(To print, go to [ISLHD Forms and Templates >> Non Clinical / Operations >> Human Resources – Work Practices](#))

Personal Regrading Application



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Before submitting an application, applicants should read the [Grading Procedure - ISLHD OPS PROC 37](#).

Personal regrade applications are for employees who are applying for a personal regrade in line with provisions allowed for in the relevant Award. Applications for personal regrades must address how the current role and responsibilities carried out by the applicant meet the relevant Award criteria.

The Grading Application Form must be completed in full and must be accompanied by the following documentation:

- Current organisation chart
- Proposed organisation chart
- Current position description
- Proposed position description (in the current ISLHD format)
- PED Performance Review
- Curriculum Vitae / Resume
- Any supporting documentation that demonstrates the applicant's capacity to work at the more senior level
- Any supporting documentation that demonstrates that the applicant is required to work at the more senior level

Applications will be returned where there is insufficient detail or incomplete applications have been submitted.

Section 1 – Type of application

| | |
|---|--|
| Does the application need to go to an Award Grading Committee? | <input type="checkbox"/> No (to be submitted to ISLHD Workforce Grading Review Committee) <input type="checkbox"/> Yes (to be submitted to Award Grading Committee): <ul style="list-style-type: none"><input type="checkbox"/> Allied Health Grading Committee<input type="checkbox"/> Hospital Scientists Grading Committee<input type="checkbox"/> Medical Radiation Scientists Grading Committee<input type="checkbox"/> Medical Physicists Grading Committee<input type="checkbox"/> Psychologists Grading Committee |
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Appendix 3: Health Manager Job Evaluation Tool (7 pages)

(To print, go to [ISLHD Forms and Templates >> Non Clinical / Operations >> Human Resources – Work Practices](#))

**Health Managers (State) Award
Job Evaluation Tool**



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- The Health Manager Grade descriptors have been written with a primary focus of application to positions within the Illawarra Shoalhaven Local Health District (ISLHD) structure. As the levels build on each other, descriptors in a lower level also apply to higher levels and have therefore not been repeated.
- Descriptors describe different types of positions separately (e.g. 'management' vs 'professional'), the position need only match to one of the sets of bullet points, not both.
- Descriptors are written to reflect expectations of positions in terms of expertise and judgment requirements and accountabilities. They do not take account of expectations relating to personal behaviours.
- The descriptors are to be used only for determination of an appropriate Award level.
- Do not attempt to match words in the position description to words in the descriptors. Focus instead on the 'picture' that is created by the position description and match that to the 'intent' of the descriptors.

Key Steps

- Determine that the position is most appropriately allocated to the Health Managers (State) Award
- Start at the lowest grade level and read up the levels
- At each level, consider the set of bullet points and determine whether they, as a group, tend to reflect the expectations of the position (not the person)
- Continue to move up the levels until a level is reached where the set of bullet points does not tend to reflect the expectations of the position. **Note:** continue to move up until the level definitely does not match the position
- Once it has been determined that a level is too high, review the next level down and determine whether, 'on balance' it is a good match
- If not, repeat the step above for the next level down until a good match is considered to have been found. **Note:** the bullet points should be considered as a group. A match to one bullet point only is not sufficient to allocate a position to a level.