

1. Title: Senior Executive Service Profile Management Procedures

2. Application: Departments and Public Service Offices

3. Effective date: 5 February 2009

4. Legislative provisions: *Public Service Act 2008* - sections 7, 21(1)(a), 109

5. Policy:

5.1 Change to SES Numbers and/or Classification Levels

- a) Proposals for a SES profile change which involves a change in the number of SES positions or a change in the SES classification level will be required to Governor in Council for approval in accordance with section 109 of the Public service Act 2008.
- b) Submission for a SES profile change should be directed to the Commission Chief Executive for evaluation in the first instance.
- c) Endorsement of the proposal by the portfolio Minister is required to be forwarded separately to the Premier however, a copy of the Ministerial support should accompany the departmental proposal.
- d) Departmental submissions must include –
 - (i) Rationale for proposal (e.g. new government or budget initiative, whole of government program, direct service delivery, benefits to government or community);
 - (ii) Relativity statement to similar SES roles in other agencies;
 - (iii) Funding strategy (e.g. cost neutral, special budget allocation);
 - (iv) Potential flow-on effects to the work value of other roles (e.g. above, below or at level roles in the agency);
 - (v) Ability to abolish other SES role/s (or equivalent) in substitution for proposed new SES roles;
 - (vi) Copy of a job evaluation report (and Role Descriptions) on proposed new SES roles conducted by Mercer (Australia) Pty Ltd.
- e) Subject to support of the Commission Chief Executive, the proposal will be submitted to the Premier for consideration and for approval to proceed to Governor in Council.
- f) The department will be notified of Governor in Council's approval of the changes to the SES profile.

5.2 No Change in SES Numbers and/or Classification Levels

- a) The Commission Chief Executive may endorse changes to the SES profile where there is no change to the number and/or classification levels to the existing SES profile approved by Governor



in Council.

- b) Submission for a SES profile change under 5.2(a) above are to be directed to the Commission Chief Executive for consideration.
- c) Following endorsement by the Commission Chief Executive, the chief executive may approve the change/s of the SES roles.
- d) At the time of approval, the chief executive must also officially notify the Commission Chief Executive so that records can be amended.
- e) While written endorsement from the portfolio Minister is not required in these cases, the submission should indicate that the proposal has been discussed with and has support of the Minister.
- f) Departmental submissions must include –
 - (i) Rationale for proposal (e.g. government or budget initiative, whole of government program, direct service delivery, benefits to government or community);
 - (ii) Relativity statement (if applicable) to similar SES roles in other agencies;
 - (iii) Potential flow-on effects to the work value of other roles (e.g. above, below or at level roles in the agency);
 - (iv) Copy of a job evaluation report (and Role Description/s) on proposed replacement SES role/s conducted by Mercer (Australia) Pty Ltd;
 - (v) Indication whether the change involves the relocation of headquarters of the SES role.
- g) Should the Commission Chief Executive consider the proposal to have significant organisational implication, the proposal will be forwarded to the Premier for advice.
- h) Subject to the above, the department will be notified of the Commission Chief Executive's endorsement of the proposal.

6. Definitions:

“Classification level” means a SES band (that is, either SES 2, SES 3 or SES 4) irrespective whether the work value range is “low” or “high”