

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Allied Health Professional Grading and Regrading Procedure
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<b>KEY TERMS</b>	Grading Positional Grading Personal regrading Health Professionals (State) Award Allied Health
<b>SUMMARY</b>	This document applies to all Allied Health Professionals who are covered by the NSW Health Professionals (State) Award.  This procedure should be read in conjunction with the District Grading Procedure: <a href="#">SESLHDPR/382 Grading and Classification: All Positions excluding Nursing, Medical and Senior Executive</a>

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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### 1. POLICY STATEMENT

The South Eastern Sydney Local Health District (SESLHD) Allied Health Grading Committee is responsible for reviewing applications under the NSW Health Service Health Professionals (State) Award (the Award) for positional grading and personal regrading.

- **Positional Grading:** grading of new positions or a change in grading of existing positions
- **Personal Regrading:**
  - Applicants can apply for a personal regrade from:
    - Level 2 to Level 3
    - Level 3 to Level 4

Terms of Reference for the SESLHD Allied Health Grading Committee detail the role and responsibility of the Committee in the grading process.

### 2. BACKGROUND

Positions (new or changes in positional grading) and staff (personal regrading) covered by the Award will be assessed by the SESLHD Allied Health Grading Committee. The Allied Health Grading Committee reports all outcomes/recommendations to the SESLHD District Grading Committee for endorsement. This procedure will provide allied health professionals and their managers with guidelines on the process for positional grading and personal regrading.

### 3. RESPONSIBILITIES

#### 3.1 Employees seeking personal regrade will:

- Complete and submit the appropriate documentation for a re-grade to their Line Manager. The onus is on the individual to demonstrate evidence, in line with the relevant award criteria, to support their application.

#### 3.2 Line Managers will:

- Take responsibility for tracking progress of an application through all stages of sign off.
- Consult as necessary with a relevant Allied Health Department Head or Discipline Advisor or Allied Health Professional Head (e.g. Mental Health) for positional grading and personal regrading if the Line Manager is not an Allied Health Professional or the application is not of their discipline (e.g. Community, Mental Health).
- For personal regrading – assess and comment on the application against the award requirements. Feedback should be completed in [SESLHD Form 353](#).
- Adhere to responsibilities outlined in [SESLHDPR/382 - Grading and Classification: All positions excluding Medical and Nursing](#) relevant to their position.

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### 3.3 Allied Health Discipline Advisors will:

- Review positional grading/regrading applications only at the request of the manager.
- For personal regrading – must review all applications and provide independent and expert assessment of the application against the award requirements. Feedback should be completed in [SESLHD Form 353](#).
- Where a positional regrade application affects an incumbent; review the applicants resume and summary demonstrating how they meet the criteria for approval.

### 3.4 Workforce Services will:

- Adhere to responsibilities outlined in SESLHDPR/382 relevant to their position.
- Submit applications to the SESLHD Allied Health Grading Committee [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au)

### 3.5 General Manager and Service Directors will:

- Adhere to responsibilities outlined in [SESLHDPR/382](#) relevant to their position.

### 3.6 Members of the SESLHD Allied Health Grading Committee will:

- Assess applications for positional grading/regrading and personal regrading where the position or employee is classified under the NSW Health Professionals (State) Award.
- Make recommendations on applications and send to the SESLHD District Grading Committee for final review.
- Provide unambiguous feedback that references the criteria to applicants whose applications are not supported.
- Participate as independent senior allied health professionals in the assessment of applications.
- Participate as independent members from Human Resources Advisory Services in the assessment of applications.
- Facilitate independent review of applications external to the District as required.

## 4. PROCEDURE

### 4.1 General Principles

- In relation to existing positions, there must be a demonstrated substantial increase in the knowledge level required, and the scope of duties and responsibility level since the existing grading was determined.
- A positional re-grade is determined with reference to the job functions, tasks and responsibilities of the position, not the position holder.
- All positional grading and classification applications must be considered and supported by the General Managers/Service Directors before consideration by the Allied Health Grading Committee and District Grading Committee.

### 4.2 Positional Grading and Regrading

Positional Grading and Regrading is managed as per [SESLHDPD/382](#).

A flowchart for applications for grading and regrading is found in **Appendix 1** (page 10).

#### Step 1:

Manager discusses potential application with their Human Resources Advisor prior to commencing the application process.

Manager also seeks advice and communicates with the relevant Finance Manager to understand the budgetary implications of any grading or re-grading application.

Manager completes the [Grading, Re-Grading and/or Reclassification Form \(District Form F069\)](#) and submits to Human Resources Advisor.

The completed application must include:

- the existing (if applicable) and proposed position descriptions for the position that is the subject of the grading application
- an organisational chart, clearly demonstrating the position in the structure
- the award criteria and clear analysis of the change in role and responsibilities that support the change in the grade and comparable position descriptions.
- the position description of the role's manager
- the position description of any positions reporting to the role.

Use of SESLHD's Allied Health generic position description templates based on award classification descriptors is recommended in developing new position descriptions.

#### Step 2:

Human Resources Advisor assesses the application and supporting documentation and then provides advice to the General Manager/Service Director. The advice will outline the key aspects of the application and make a recommendation for the application to proceed to the next step.

The Human Resources Advisor may return the application if assessed as requiring alterations or additional information.

#### Step 3:

The application is evaluated and considered by the General Manager/Service Director who will decide on the merits of the application and give reasons why it is supported or otherwise.

#### Step 4:

Where the application is not supported, the employee and line manager should be advised in writing of the decision and the reasons by the appropriate Human Resources Advisor.

Where the application is supported, it is submitted by the Human Resources Advisor to the SESLHD Allied Health Grading Committee for consideration and recommendation:

[SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au)

The Human Resources Advisor will consider other classifications that require review by an Award Grading/Credentials Committee for a multiple classification position as identified in the Grading Matrix in [SESLHDPR/382](#).

### Step 5:

The Allied Health Grading Committee will forward the application and outcomes to the District Grading Committee for final review and decision on the grading.

The District Grading Committee assesses whether the application meets the criteria for the grading and/or classification being sought and where this is the case, recommends a grading or classification change. The District Grading Committee can seek other expert advice, where necessary.

### Step 6:

Recommendation of the District Grading Committee is referred to the Director Workforce Services for approval or non-approval.

### Step 7:

The Director Workforce Services considers the recommendation of the District Grading Committee and decides whether or not to approve the grading or classification change. Minutes are forwarded to the Human Resources Advisor with the outcomes.

### Step 8:

The relevant Human Resources Advisor provides advice to the line manager of the application's outcome and next steps.

### 4.3.1 Personal Regrading

A process initiated by an individual staff member who considers that they have professional skills and attributes that warrant a move to a higher grade while remaining in their current position. An application may be submitted at any time. The onus is on the individual to demonstrate evidence in line with the Award criteria to support a higher grade. Applicants must demonstrate that they are consistently working at a level and undertaking duties that are equivalent to the level and role for which they are applying. Applicants must be able to demonstrate that the claimed expertise is being utilised and there is a positive impact on services arising from their work.

13.1 of the Award states:

- Health professionals at a Level 2 grading may make an application for personal progression to a senior clinician Level 3.
- A senior clinician Level 3 may make an application for personal progression to a Level 4 Clinical Specialist or Generalist.
- A Level 2 staff member cannot apply for a personal Level 4 Clinical Specialist or Generalist regrading.
- Personal regrading is **not** available to Level 5 or Level 6.

The total regrading package including evidence (excluding the application forms) **should not be more than 50 pages**. No confidential patient information should be included. Do not include originals of key documents and certificates. The entire application package is required to be in a single, ordered pdf file suitable for electronic submission.

A flowchart for applications for grading and regrading is found in **Appendix 2** (page 11).

### Step 1:

Employees submitting personal regrade applications under the NSW Health Professionals (State) Award should complete the *Grading, Re-Grading and/or Reclassification Form (District Form F069)* as well as the *Personal Regrading Application form – Allied Health (District Form 353)*.

The onus is on the individual to demonstrate evidence, in line with the relevant Award criteria, to support their application.

Applications should address the relevant Award criteria, provide supporting documentation and be submitted to the appropriate Line Manager.

### Step 2:

The Line Manager assesses the application and supporting documentation. If the application is supported, this advice, along with the application package is forwarded to the Allied Health Discipline Advisor.

If the application is not supported, the Line Manager will provide unambiguous feedback that references the criteria to applicants whose applications are not supported in *SESLHD Form 353*.

### Step 3:

The Allied Health Discipline Advisor assesses the application and supporting documentation. If the application is supported, this advice, along with the application package is returned to the Line Manager.

If the application is not supported, the Allied Health Discipline Advisor will provide unambiguous feedback that references the criteria to applicants whose applications are not supported in *SESLHD Form 353*.

### Step 4:

The Line Manager receives the application package from the Allied Health Discipline Advisor and submits it to their Human Resources Advisor.

### Step 5:

Human Resources Advisor assesses the application and supporting documentation. They may return the application if assessed as requiring alterations or additional information.

Where an application does not require alteration, the Human Resources advisor will provide advice to the General Manager/District Service Director. The advice, will outline the key aspects of the application and make a recommendation for the application to proceed to the next step.

### Step 6:

Documentation is evaluated and considered by the General Manger/District Service Director. The General Manager/District Service Director will decide on the merits of the application and give reasons why it is supported or otherwise.

In line with [SESLHDPR/382](#), applications for personal regrading that do not have General Manager/Service Director support must be sent to the SESLHD Allied Health Grading Committee for consideration.



### Step 7:

Application is submitted via the appropriate Human Resources Advisor to the Allied Health Grading Committee for consideration and recommendation.

[SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au)

The Allied Health Grading Committee will forward the application and outcomes to the District Grading Committee for final review and decision on the grading.

### Step 8:

The District Grading Committee checks that the application has been assessed in accordance with Award requirements.

### Step 9:

The application is referred to the Director Workforce Services for consideration.

### Step 10:

The Director Workforce Services considers the recommendation of the District Grading Committee and decides whether or not to approve the grading change.

Minutes are forwarded to the Human Resources Advisor with the outcomes.

### Step 11:

The relevant Human Resources Advisor provides advice of the application's outcome to the applicant in the first instance. Secondary communications (or via an email 'cc') should include the outcome to the line manager.

## 4.4 Appeals process

*Positional Grading/Regrading:*

Refer to the appeals process in [SESLHDPR/382](#).

*Personal Regrading:*

Where an applicant's line manager has declined the application and an appeal is lodged with supporting documentation, the applicant will notify their line manager and discipline advisor who will identify another manager of equal position (internal to the LHD) to review the suitability of the application to progress further, or if unsuitable, feedback to the applicant.

Where the Discipline Advisor has declined the application and an appeal is lodged with supporting documentation, the applicant will notify their Discipline Advisor who will identify another Allied Health Discipline Advisor internal to the LHD to review the suitability of the application to progress further, or if unsuitable, feedback to the applicant.

Where an application is declined by the Allied Health Grading Committee and District Grading Committee, employees may contest an unsuccessful application for a regrade as per [SESLHDPR/382](#). This is by writing to the Director Workforce Services providing grounds for the appeal and any relevant supporting documents. The appeal is to be lodged within 21 days of receiving written notification of the decision. In these instances, the Allied Health Grading Committee and Workforce Services will notify Workplace Relations at the Ministry of Health of an application to be brought to the 'Peak Level Health Professional Regrading Committee'. The application, including forms will be submitted as it stands, without more information being added (eg Grading Committee Decisions), so that the Peak Regrading Committee may either

confirm the original outcome, or if it believes it is warranted on the original evidence, to recommend a different outcome, against the same criteria.

### 4.5 Position Grading – Effect on Incumbent of Position <sup>1</sup>

If an application for a vacant positional grading is approved, the position must be filled in line with normal recruitment requirements.

If there is a current incumbent who is affected by the application, the incumbent will be appointed directly if:

- the incumbent meets the selection criteria of the re-graded position, **and**
- the salary difference between the commencing salary of the re-graded position is within 5% of the current salary rate **or** the re-graded position is within one grade of the original grading of the position.

In these situations, an incumbent should prepare a short summary demonstrating how they meet the criteria of the position and their resume. This should be presented to the General Manager/Service Director **and** the Allied Health Discipline Advisor for approval through an appendix (or TAB) to the positional grading application.

Where these criteria are not met, the position will be advertised in accordance with current requirements.

In the event that an incumbent is not appointed following recruitment to the re-graded position, the relevant Human Resources Advisor will provide case management support in accordance with the requirements set out in NSW Health Policy Directive [PD2012\\_021 Managing Excess Staff of the NSW Health Service](#) will apply.

### 4.6 Effective Date of Grading Decisions

The operative date for approved re-grades and/or re-classifications will be the first full pay period commencing after recommendation by the District Grading Committee, except for personal regrades submitted in accordance [NSW Health Service Health Professionals \(State\) Award](#). The *NSW Health Service Health Professionals (State) Award* provides that regrades in this category are effective from the first full pay period on or after the date the grading application was initially provided to the direct line supervisor.

Regrade effective dates will not be backdated and further than the above directive except in exceptional circumstances, and only with approval from the Director Workforce Services.

### 4.7 SESLHD Allied Health Grading Committee

The SESLHD Allied Health Grading Committee will meet monthly or as required to consider applications. The Committee will review applications and make recommendations taking into account all relevant factors and industrial requirements.

Formal minutes of all Committee meetings will be kept and membership shall include:

- Director of Allied Health (Chair)
- Allied Health Workforce Consultant (Secretariat)
- Allied Health Discipline Advisors
- Principal Employment Relations Consultant
- Human Resources Advisory Services Consultant



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### 4.8 Multi-disciplinary grading applications with multiple awards

Applications for positions with multiple gradings that include any profession covered by the NSW Health Professionals (State) Award, will require review by the SESLHD Allied Health Grading Committee. [SESLHD-AlliedHealthGrading@health.nsw.gov.au](mailto:SESLHD-AlliedHealthGrading@health.nsw.gov.au)

### 5. DOCUMENTATION

- [SESLHD Personal Regrading Application Form – Allied Health NSW Health Professionals \(State\) Award - SESLHD Form 353](#)
- [Application form grading, regrading and/or reclassification Form 069](#)

### 6. AUDIT

No Audit Required

### 7. REFERENCES

- [NSW Health Professionals \(State\) Award](#)
- [Determination No. 23 of 2007 Grading Committees - Social Workers and Dietitians - 17/12/2007](#)
- [NSW Ministry of Health Policy Directive – PD2017\\_040 - Recruitment and Selection of Staff of the NSW Health Service](#)
- [SESLHDPR/382 Grading and Classification: All Positions excluding Nursing, Medical and Senior Executive](#)
- [Application form grading, regrading and/or reclassification Form 069](#)
- [<sup>1</sup>Health Services Union NSW and Central Coast Local Health District re Regrade Policy \[2013\] NSWIRComm 44 \[2013\]](#)

### 8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
June 2017	Developed	Lara Boss, A/Director of Allied Health, SESLHD Margaret Holyday, Discipline Advisor Nutrition & Dietetics, SESLHD Matthew Webb, Allied Health Workforce Consultant, SESLHD
October 2017	1.0 'Draft for Comment Feedback'	Lara Boss, A/Director of Allied Health, SESLHD Margaret Holyday, Discipline Advisor Nutrition & Dietetics, SESLHD Matthew Webb, Allied Health Workforce Consultant, SESLHD
November 2017	1	Processed by Executive Services prior to submission to District Executive Team.
November 2017	1	Endorsed by District Executive Team for publishing.
September 2018	2	Major review - procedure revision to align with new policies and procedures Claire O'Connor, Director of Allied Health, SESLHD Margaret Holyday, Discipline Advisor Nutrition & Dietetics, SESLHD Matthew Webb, Allied Health Workforce Consultant, SESLHD

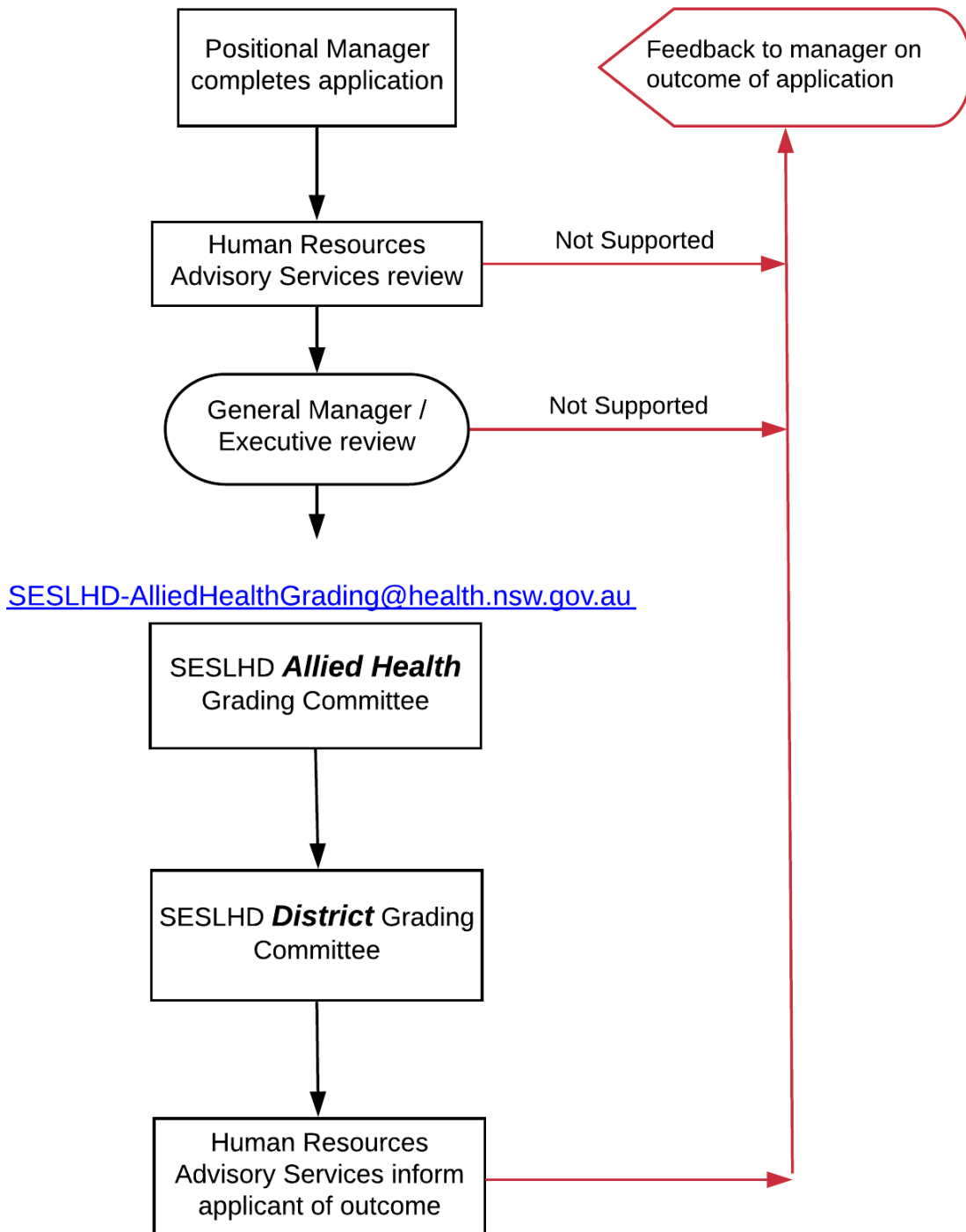
September 2018	2	Draft for Comment period. Feedback collated and final version approved by Executive Sponsor.
December 2018	2	Processed by Executive Services prior to submission to Executive Council for approval.
February 2019	2	Approved by Executive Council.

Appendix 1

SESLHD Health Professionals (State) Award Grading Process – Positional Grading + Regrading

**Note:** Where an incumbent is affected by a positional regrading, the relevant General Manager/Service Director and Discipline Advisor will review their resume and short summary of how they meet the criteria for approval (Section 4.4).

**Position Grading**



**Appendix 2**

SESLHD Health Professionals (State) Award Grading Process – Personal Re-grading

**Personal Regrade**

