

## Fact sheet: Mobility

### Using mobility to fill roles and move staff to areas of need

Advice to agencies for fast and effective redeployment during the COVID-19 pandemic

### Key points

- The COVID-19 pandemic has fundamentally changed our priorities as a sector. We need to make sure that we have our people in the right roles to effectively respond to the current circumstances, especially where service delivery has been significantly impacted.
- This fact sheet supports agencies to use existing mobility provisions to fill roles quickly by moving staff to areas of need.
- The mobility options covered in this fact sheet include:
  - Secondments between government sector agencies (at-level or above-level) ([GSE rule 31](#))
  - Temporary assignments within Public Service agencies (at-level or above-level) ([GSE rule 11](#))
  - Transfers between government sector agencies (at-level) ([GSE rule 29](#))
  - Assignments within Public Service agencies (at-level) ([GSE Act s.46](#) for non-executives)
  - Assignments within and between Public Service agencies (at-level) ([GSE Act s.38](#) for senior executives).

### Introduction

NSW government sector agency heads can determine the appropriate advertising and assessment requirements for all forms of mobility to fill roles within their Department or agency. The COVID-19 pandemic has meant that for some agencies, their workforce is underutilised. For others, there is a pressing need to fill large numbers of roles with appropriately trained or qualified people or people who have transferrable skills and can develop subject matter expertise quickly, on the job. Mobility is a way to quickly move employees, on a temporary or permanent basis, to meet the challenges we face.

### Types of mobility

#### Consultation

Unless employee initiated, the relevant provisions of the GSE Act and GSE Rules generally require that the affected employee is to be consulted prior to any form (temporary or permanent) of movement.

#### Temporary movements

Employees can be moved on a temporary basis within and between the different parts of the NSW government sector in the following ways:

- Secondments ([GSE rule 31](#)) for up to 2 years:
  - A non-executive and a senior executive can be moved temporarily at-level or above-level from one government sector agency to another government sector agency (which includes an agency in the Public Service)
- Temporary assignments ([GSE rule 11](#)):
  - A non-executive can be moved at-level (it is recommended that this be for up to 6 months) or above-level (it is recommended that this be for up to 2 years) within the same Public Service agency
  - A senior executive can be moved at-level or above-level within the same Public Service agency or from one Public Service agency to another Public Service agency.

#### Permanent movements

Employees can be moved on a permanent basis within and between the NSW government sector in the following ways:

- Transfers ([GSE rule 29](#)):
  - A non-executive and a senior executive can be moved at-level from one government sector agency to another government sector agency (which includes an agency in the Public Service)
- Assignments (or subsequent assignments):

- A non-executive can be moved at-level within the same Public Service agency ([GSE Act s.46](#))
- A senior executive can be moved at-level within the same Public Service agency or from one Public Service agency to another Public Service agency ([GSE Act s.38](#)).

For a summary see: '**Mobility options at a glance**' at the end of this document.

## Public Service senior executives

Note: It is possible to move Public Service senior executives from one Public Service agency to another Public Service agency using different provisions

- on a temporary basis using a temporary assignment ([GSE rule 11](#)) or a secondment ([GSE rule 31](#))
- on a permanent basis using an assignment ([GSE Act s.38](#)) or transfer ([GSE rule 29](#)).

Public Service Commission guidance is to use temporary assignments and assignments from one Public Service agency to another Public Service agency.

## Questions and answers

### 1. What types of assessments do I need to use to fill a role using the different mobility provisions?

Agencies have the flexibility to decide on the assessment requirements they use to fill a role using any of the mobility provisions.

#### Types of assessments

The following types of assessments could be used separately or combined to confirm that the employee meets the requirements for the role:

- Reviewing the employee's recent work (usually for a movement within an agency)
- Reviewing the employee's performance outcomes (for a movement within an agency)
- Discussing the employee's work and performance outcomes with their current or past manager(s)
- Reviewing the employee's resume
- Requesting a short statement from the employee against the requirements of the role
- Setting an online work sample test
- Doing a virtual interview (formal or informal, with a panel or individually)
- Doing a psychometric test

Agencies are not limited to the above assessment approaches and can use another assessment tool they consider is appropriate.

### 2. Do I need to advertise to fill a role using the different mobility provisions?

No. There is no requirement to advertise to fill a role using any of the mobility provisions outlined in this fact sheet, whether it is temporary at-level or above-level or permanent at-level

If you identify an employee you could move to a role, you can speak to the person to gauge their interest and then negotiate within the agency or with the other agency to move the person to the role.

#### Attracting and sourcing candidates

You don't always know what talent is available or you may want to attract or source new talent from within the sector. The best way to do this is to use an expression of interest (EOI).

##### EOI within your agency

Options include:

- posting an EOI on your agency's intranet
- emailing all staff in your agency
- emailing particular staff in your agency - for a Clerk Grade 5/6 role you could target those already at Clerk Grade 5/6 (for a subsequent assignment or an at-level temporary assignment) and those at Clerk 3/4 (for an above-level temporary assignment)

##### EOI across the government sector

Options include:

- posting an EOI on the [work for NSW EOI website](#)

- asking other agencies' HR areas to circulate the EOI to their staff

This will help you reach a broad range of employees who may have transferrable skills that could meet your needs.

This is of particular relevance where agencies have large numbers of staff in service delivery or other roles significantly impacted by the COVID-19 pandemic (such as cultural institutions).

You could then use one of the options described in this fact sheet to move an employee depending on the period required and their current classification or band.

### 3. Can I extend a secondment beyond 2 years?

No. There is no provision for a secondment to be extended beyond 2 years.

However, here are some options you can consider, depending on your circumstances:

- Negotiate a new secondment with the employee and home agency for up to 2 years  
You will need to consider the assessment standards that apply in this case. This could be as simple as reviewing the employees' work and performance outcomes to confirm they are suited to the role and the needs of the agency.
- Consider transferring the employee  
If you think you need to keep the employee in the role for a long period and the role is at-level, you could negotiate with the person to transfer to your agency. Public Service agencies again need to consider the assessment standards that apply in this case. This could be as simple as reviewing the employees' work and performance outcomes to confirm they are suited to the role and the needs of the agency.
- Consider issuing an expressions of interest (EOI) to fill the role  
Doing an EOI would give other employees an opportunity to work in your agency and is a good way to promote diversity.

### 4. Why is there less rigour around the requirements for mobility compared with employment?

Employees in the government sector have been through a competitive and rigorous assessment process to gain ongoing employment. In the majority of cases, they have also been performing at the level required for the role for a period of time. For these reasons, it is okay to simplify requirements to move employees to where they are needed most. You still need to confirm that they have, or can quickly develop, the capabilities, knowledge and experience needed to do the job.

### 5. Do I need to comply with the requirements set out in the *Assignment to Role Guideline* to fill a role using an assignment or a temporary assignment?

No. The [Assignment to role guideline](#) provides guidance on the types of advertising and assessments agencies may wish to use to fill a role through an assignment or temporary assignment. However, agencies have the discretion to decide on the assessment and advertising requirements to fill a role.

### 6. What if I need to bring in new employees to respond to the COVID-19 pandemic rather than use mobility?

You can consider using new GSE rule 15 (2) if you need to recruit quickly to temporary or term roles if they are related to the COVID-19 pandemic. For more information refer to the [Fact sheet: Temporary or term employment up to 2 years for COVID-19-related roles and extensions of temporary or term employment](#)

## Further information

The [Mobility guideline: Transfers and secondments](#) provides information on movements between government sector agencies and non-government sector bodies.

The [Assignment to role guideline](#) provides information on movements of non-executives and senior executives within and between Public Service agencies.

[Fact sheet: Temporary or term employment up to 2 years for COVID-19-related roles and extensions of temporary or term](#)

If you have any queries regarding this fact sheet or the fact sheet on temporary or term employment for COVID-19-related roles email or call the Public Service Commission - [COVID19HRsupport@psc.nsw.gov.au](mailto:COVID19HRsupport@psc.nsw.gov.au) or 1800 277 247.

## Mobility options at a glance

### Temporary moves

#### Non-executive

Type	Level	Length	From	To
Secondment ( <a href="#">GSE rule 31</a> )	at-level or above-level	up to 2 years	Government sector agency (including Public Service agency)	Government sector agency (including Public Service agency)
Temporary assignment ( <a href="#">GSE rule 11</a> )	at-level	up to 6 months (recommended)	Public Service agency	Public Service agency (same)
	above-level	up to 2 years (recommended)	Public Service agency	Public Service agency (same)

#### Senior executive

Type	Level	Length	From	To
Secondment ( <a href="#">GSE rule 31</a> )	at-level or above-level	up to 2 years	<ul style="list-style-type: none"> <li>Government sector agency (including Public Service agency)</li> </ul>	<ul style="list-style-type: none"> <li>Government sector agency (including Public Service agency)</li> </ul>
Temporary assignment ( <a href="#">GSE rule 11</a> )	at-level or above-level	up to 2 years (recommended)	Public Service agency	Public Service agency (same or different)

### Permanent moves

#### Non-executive

Type	Level	Length	From	To
Transfer ( <a href="#">GSE rule 29</a> )	at-level	ongoing	Government sector agency (including a Public Service agency)	Government sector agency (including a Public Service agency)
Assignment ( <a href="#">GSE Act s.46</a> )	at-level	ongoing	Public Service agency	Public Service agency (same)

#### Senior executive

Type	Level	Length	From	To
Transfer ( <a href="#">GSE rule 29</a> )	at-level	ongoing	Government sector agency (including a Public Service agency)	Government sector agency (including a Public Service agency)
Assignment ( <a href="#">GSE Act s.38</a> )	at-level	ongoing	Public Service agency	Public Service agency (same or different)

### Public Service senior executives

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