

Home > Workforce management > Recruitment > Assignments, transfers and secondments > Assignment to role guidelines > Glossary and Appendix

Glossary and Appendix

Terms, referenced and examples used in the guidelines.

On this page

Appendix 1: Glossary

Appendix 2: Examples of Assignment

Appendix 3 Non-executive above level* temporary assignment - assessment and payment of allowance

Appendix 4: Senior executive at-level temporary assignment

Appendix 5: Senior executive above-level temporary assignment

Appendix 1: Glossary

Above-level temporary assignment:

- for non-executives – temporary assignment under Rule 11 of the GSE Rules to a role in a higher classification of work than the employee’s current classification of work, or to a senior executive band within the same Public Service agency.
- for senior executives – temporary assignment under Rule 11 of the GSE Rules to a band higher than the band in which the executive is employed, within the Public Service.

Agency – a Public Service agency as defined by the GSE Act – see also Schedule 1 of the GSE Act.

Assignment – allocation of an employee to a role within the employee’s band or classification of work under s38 or s46 of the GSE Act. Assignment includes initial and subsequent assignment.

At-level temporary assignment:

- for non-executives – temporary assignment Rule 11 of the GSE Rules to a role in the same classification of work as the employee’s current classification of work, within the same Public Service agency.
- for senior executives – temporary assignment under Rule 11 of the GSE Rules of a senior executive to a role within the same band as the senior executive’s employment, within the same or to another Public

Service agency. An at-level temporary assignment may be to a role of higher work value and remuneration.

Capability Framework – the NSW Public Sector Capability Framework 2013 available on the PSC website.

Capabilities required for a role – the range of range of capabilities required from the core NSW Public Sector Capability Framework (16 or 20 capabilities) and any relevant occupation-specific set, and the level required for each capability.

Classification of work – roles across an agency of similar grade, remuneration and capability requirements, as determined by the agency head.

Comparative assessment – the process of assessing an individual’s claim against the pre-established standards for the role and the claims of other persons for the role (GSE rule 17). Comparative assessment requires a minimum of three capability based assessments, one of which is an interview. See GSE rule 17.

Essential requirements – requirements that an employee assigned to a role must have according to the role description. Essential requirements may include

Aboriginality, academic qualifications, licences or security and other clearances.

Focus capabilities – the capabilities for which an employee assigned to the role must demonstrate competence at the required level from day one in the role.

Focus capabilities are included in role descriptions.

GSE Act – Government Sector Employment Act 2013.

GSE Regulation – Government Sector Employment Regulation 2014.

GSE Rules – Government Sector Employment Rules 2014

Kind of employment – as per sections 34 and 43 of the GSE Act. Senior executives may be employed on an ongoing or term basis. Non-executive employees may be employed on an ongoing, temporary or casual basis.

Public Service – the Public Service of NSW referred to in Part 4 of the GSE Act.

Public Service non-executive – a person employed in the Public Service under Division 5, Part 4 of the GSE Act.

Public Service senior executive – a person employed as a Public Service senior executive under Division 4, Part 4 of the GSE Act.

Role – the duties and responsibilities of the employee

Subsequent assignment – all assignments after initial assignment to a role, under s38 or 46 of the GSE Act.

Suitability assessment – the process of assessing an individual’s claim against the pre-established standards for the role. See GSE Rule 18.

Talent pool – a pool of applicants assessed through comparative assessment as having the capabilities required for a type of role. See GSE Rule 19 for further information.

Temporary assignment allowance – the difference between an employee’s usual salary or remuneration and the salary or remuneration of an above-level role to which they are temporarily assigned. Where temporary above-level allowance is payable, it is paid in addition to the employee’s usual salary or remuneration in their usual employment (see Division 4 of the Government Sector Employment Regulation 2014).

Transitional former senior executive – a person who was, immediately before the repeal of the Public Sector Employment and Management Act 2002 (the former Act):

- an executive officer within the meaning of Part 3.1 of Chapter 3 of the former Act (a former SES executive), or
- employed in the Government Service in the classification or grade of senior officer (or in any equivalent classification or grade determined by the Commissioner for the purposes of this clause) and whose salary was more than the maximum salary for a clerk (Grade 12) in the Public Service (a former SO executive)

but does not include a statutory officer or a person holding office as Secretary of a Department under clause 6 of Schedule 4 to the GSE Act or holding office as the head of a Public Service agency (other than a Department) under clause 7 of Schedule 4 to the GSE Act.

Work value – the outcome of a job evaluation process which provides the basis for determining the grade of a role (non-executive), or place within a senior executive band (senior executive).

Note

While GSE Act s64 and s66 could be used for senior executive movements between government sector agencies, the policy intent is that movements between Public Service agencies should be made as assignments under s38. The use of s66 should be limited to movements between the government sectors and a non-government sector body as defined in s 66(6) and s64 should be used for transfers and secondments between government sector (non-Public Service) agencies.

For information on transfers, secondments and temporary assignment of staff between NSW government sector agencies and other relevant bodies, refer to GSE Act s64 and 66, and Part 6 of the GSE Rules.

Appendix 2: Examples of Assignment

Example 1

An agency calls for expressions of interest (EOI) for employees to nominate interest in assignment to different role types or parts of the agency. As vacancies arise or there is a need for different capabilities in a part of the agency, employees who have self-nominated through the EOI are consulted and then assigned to

different roles in the same classification of work or band.

Example 2

A manager ministerial correspondence clerk grade 11/12 may meet the capability requirements of clerk grade 11/12 policy and project roles in their agency and classification of work and may be subsequently assigned to these role types. However, the employee cannot be assigned to a role which requires formal qualifications they do not have (for example a financial management role may require tertiary qualification or membership to a professional body).

Example 3

A band 1 senior executive identified as having potential to progress may be assigned to a band 1 role in another agency for which they meet the focus capabilities at the required level in order to broaden their experience in dealing with inter agency matters. They would be expected to meet all other capabilities to the required level within an agreed period of time and this would form part of their performance agreement.

Example 4

As part of workforce planning, managers from across a division meet regularly to discuss upcoming work requirements and consider employee role assignment. At one meeting, the manager of Team A says that a new project requires an employee with particular capabilities to join the team.

- Scenario 1: The other managers suggest three employees in other parts of the organisation as capable of undertaking the role. Following consultation with the employees, the most suitable employee for the role is subsequently assigned.
- Scenario 2: The manager of Team A decides to review the roles and capabilities of employees in the work area. The review identifies a gap in particular capabilities in the work area. The manager decides to assign one of the existing team employees to a different role in the same work area to develop the required capabilities, and an employee from a different part of the agency joins the team by subsequent assignment to fill the resulting gap.

Appendix 3 Non-executive above level* temporary assignment - assessment and payment of allowance

*Non-executive above-level temporary assignment is to a higher classification of work or into a senior executive band.

Duration of the above level-temporary assignment	What assessments are required?	Is temporary assignment allowance payable?	Is temporary assignment allowance paid for periods of leave?
Less than 5 days	<p>Based on the delegate/manager being satisfied that the employee has the capabilities to perform in the role.</p> <p>No assessment required for periods up to 6 months. No advertising required.</p>	<p>Not paid unless determined otherwise by the agency head.</p> <p>(Refer cl.20(4)(a) of the GSE Regulation)</p>	<p>Not payable for any period of leave.</p>
5 days to 3 months	<p>Based on the delegate/manager being satisfied that the employee has the capabilities to perform in the role.</p> <p>No assessment required for periods up to 6 months. No advertising required.</p>	<p>Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties</p> <p>(Refer cl.20(3) of the GSE Regulation)</p>	<p>Not payable for any unbroken period of leave exceeding 5 consecutive working days.</p> <p>(Refer cl.20 (4)(b) of the GSE Regulation)</p>
3 to 6 months (including where the total length of temporary assignment goes beyond 6 months due to extensions)	<p>Based on the delegate/manager being satisfied that the employee has the capabilities to perform in the role.</p> <p>No assessment required for periods up to 6 months. No advertising required.</p>	<p>Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties</p> <p>(Refer cl.20(3) of the GSE Regulation)</p>	<p>Paid for all periods of leave where the assignment is for a period of 3 months or more.</p> <p>Where the assignment is for a period of less than 3 months, not paid for any unbroken period of leave exceeding 5 working days.</p> <p>(Refer cl.20(4)(b) of the GSE Regulations)</p>
6 months to 2 years (including where the total length of temporary assignment goes beyond 6 months due to extensions)	<p>Comparative assessment from advertising across the Public Service.</p>	<p>Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties</p> <p>(Refer cl.20(3) of the GSE Regulation)</p>	<p>Paid for all periods of leave.</p>

Appendix 4: Senior executive at-level temporary assignment

*Senior Executive at-level temporary assignment is to a role within the same senior executive band.

Duration of the at-level temporary assignment	What assessments are required?	Is temporary assignment allowance payable?	Is temporary assignment allowance paid for periods of leave?
Less than 5 days	<p>Based on the delegate/manager being satisfied that the employee has the capabilities to perform in the role.</p> <p>No assessment required for periods up to 6 months. No advertising required.</p>	<p>Not paid unless determined otherwise by the agency head.</p> <p>(Refer cl.21(6)(a) of the GSE Regulation)</p>	Not applicable.
5 days to 3 months	<p>Based on the delegate/manager being satisfied that the employee has the capabilities to perform in the role.</p> <p>No assessment required for periods up to 6 months. No advertising required.</p>	<p>Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties</p> <p>(Refer cl.21(5) of the GSE Regulation)</p>	<p>Not payable for any unbroken period of leave exceeding 5 consecutive working days.</p> <p>(Refer cl.21(6)(b) of the GSE Regulation)</p>
3 to 6 months (including where the total length of temporary assignment goes beyond 6 months due to extensions)	<p>Based on the delegate/manager being satisfied that the employee has the capabilities to perform in the role.</p> <p>No assessment required for periods up to 6 months. No advertising required.</p>	<p>Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties</p> <p>(Refer cl.21(5) of the GSE Regulation)</p>	<p>Paid for all periods of leave where the assignment is for a period of 3 months or more.</p> <p>(Refer cl.21(6)(b) of the GSE Regulation)</p>

Duration of the at-level temporary assignment	What assessments are required?	Is temporary assignment allowance payable?	Is temporary assignment allowance paid for periods of leave?
6 months to 2 years (including where the total length of temporary assignment goes beyond 6 months due to extensions)	Based on the known capabilities and performance of the employee and a suitability assessment for any focus capabilities not previously formally demonstrated. No advertising required.	Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties (Refer cl.21(5) of the GSE Regulation)	

Note

Section 1.1 of the guidelines contains information on the status of requirements in the guidelines, including assessment requirements.

Appendix 5: Senior executive above-level temporary assignment

*Senior Executive above-level temporary assignment is to a role in a higher senior executive band.

Duration of the above-level temporary assignment	What assessments are required?	Is temporary assignment allowance payable?	Is temporary assignment allowance paid for periods of leave?
Less than 5 days	Based on the employee having demonstrated they meet the capability requirements of the role and a suitability assessment for any focus capabilities not previously formally demonstrated No advertising required.	Not paid unless determined otherwise by the agency head. (Refer cl.21(6)(a) of the GSE Regulation)	Not applicable.

Duration of the above-level temporary assignment	What assessments are required?	Is temporary assignment allowance payable?	Is temporary assignment allowance paid for periods of leave?
5 days to 3 months	Based on the employee having demonstrated they meet the capability requirements of the role and a suitability assessment for any focus capabilities not previously formally demonstrated No advertising required.	Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties (Refer cl.21(5) of the GSE Regulation)	Not payable for any unbroken period of leave exceeding 5 consecutive working days. (Refer cl.21(6)(b) of the GSE Regulation)
3 to 6 months (including where the total length of temporary assignment goes beyond 6 months due to extensions)	Based on the employee having demonstrated they meet the capability requirements of the role and a suitability assessment for any focus capabilities not previously formally demonstrated No advertising required.	Can be paid at the full rate or a pre-determined proportional rate if the employee is performing part of the role's usual duties (Refer cl.21(5) of the GSE Regulation)	Paid for all periods of leave where the assignment is for a period of 3 months or more. (Refer cl.21(6)(b) of the GSE Regulation)
6 months to 2 years (including where the total length of temporary assignment goes beyond 6 months due to extensions)	Comparative assessment from advertising across the Public Service.	Can be paid at the full rate or pre-determined proportional rate if the employee is performing part of the role's usual duties. (Refer cl.21(5) of the GSE Regulation)	Paid for all periods of leave where the assignment is for a period of 3 months or more. (Refer cl.21(6)(b) of the GSE Regulation)

Note

Section 1.1 of the guidelines contains information on the status of requirements in the guidelines, including assessment requirements.