

NORTHERN TERRITORY OF AUSTRALIA

Public Sector Employment and Management Act

REVOCATION OF PUBLIC SECTOR INSTRUMENT NUMBER 18

PUBLIC SECTOR INSTRUMENT NUMBER 25

TECHNICAL OFFICER 1 / TECHNICAL OFFICER 2 PROGRESSION SCHEME

I, KENNETH DONALD SIMPSON, the Commissioner for Public Employment -

- (a) under section 14 of the *Public Sector Employment and Management Act* (the Act) and with reference to the *Interpretation Act* revoke Public Sector Instrument Number 18;
- (b) under section 30(10)(b) of the Act and with reference to section 42 of the *Interpretation Act*, approve the Chief Executive Officer (CEO) of an Agency selecting, without advertising, an employee, who satisfies the requirements of section 31 of the Act, to perform duties for a period exceeding six months in accordance with the conditions in the Schedule; and
- (c) for the purposes of section 30(2) of the Act, direct that the promotion of an employee in accordance with paragraph (a) not be notified and not be subject to appeal under section 59B of the Act and review under section 59 of the Act.

Dated 28 December 2012



KEN SIMPSON

Commissioner for Public Employment

SCHEDULE

TECHNICAL OFFICER 1 / TECHNICAL OFFICER 2

PROGRESSION SCHEME

- 1) Except as provided in this Schedule, the operation of the Technical Officer 1 / Technical Officer 2 progression scheme (the scheme) and the identification of appropriate positions to which it applies is solely at the discretion of the CEO.
- 2) A Technical Officer 2 designation must exist and it must be evaluated at that level through the Job Evaluation System. Typically this is achieved through two evaluations and job descriptions, at both Technical 1 and Technical 2 levels, being held against the one position number.
- 3) This scheme is not to apply to a position where the duties have been evaluated only at the Technical 1 level and the incumbent of the position is required to perform duties only at that level.
- 4) When a Technical Officer 2 vacancy arises, the CEO may advertise the position at Technical Officer 1 / Technical Officer 2 level.
- 5) The Agency must develop assessment procedures based on the regular selection process as outlined in the merit selection guide.
- 6) Subject to clause 1), to initiate the procedure for advancement, an employee at the Technical 1 level may apply to his or her supervisor, or the supervisor may invite the employee to apply, for progression to the Technical 2 level.
- 7) The employee must submit an application addressing the individual criteria applying to the Technical 2 level.
- 8) A selection panel, formulated in accordance with the merit selection guide, must assess the application based on the employee's claims against

individual selection criteria. The employee must nominate at least two referees.

- 9) A report recommending or rejecting the application for promotion must be referred to the CEO or his or her delegate for a decision.
- 10) If the application is unsuccessful the employee is to be provided with post selection feedback in accordance with the merit selection guide.
- 11) If the application is unsuccessful the Agency should consider the professional development of the employee.
- 12) If the application is unsuccessful the applicant may request a review under section 59 of the Act.
- 13) If the application is unsuccessful the employee may re-apply for the promotion after 12 months has elapsed from the date of the previous selection panel decision, or earlier as agreed by the CEO.
- 14) Advancement to the Technical 2 level will take effect when the CEO or his or her delegate approves the promotion.
- 15) The position is not to be notified.
- 16) The final selection decision is exempt from appeal under section 59B of the Act.