

NORTHERN TERRITORY OF AUSTRALIA

Public Sector Employment and Management Act 1993

REVOCATION OF DETERMINATION NUMBER 7 OF 2008

I, KENNETH DONALD SIMPSON, Commissioner for Public Employment for the Northern Territory, pursuant to my powers under Section 14(2) of the *Public Sector Employment and Management Act 1993*, and with reference to section 43 of the *Interpretation Act*, revoke Determination 7 of 2008.

DETERMINATION 1046 OF 2013

PROFESSIONAL EXCELLENCE SCHEME

I, KENNETH DONALD SIMPSON, Commissioner for Public Employment for the Northern Territory, pursuant to my powers under Section 14(2) of the *Public Sector Employment and Management Act 1993*, and in accordance with Section 13(a) of that Act determine that:-

1. Chief Executive Officers, in their absolute discretion, may grant to an employee holding a specified classification, Professional Excellence Status, for a period of two (2) years, in accordance with the conditions set down in this Determination.
2. The discretion of the Chief Executive Officer referred to in item 1 must be exercised personally by the Chief Executive Officer.
3. Chief Executive Officers will devise and implement procedures, consistent with this determination, for the operation of the Professional Excellence Status scheme in their agency.
4. Employees granted Professional Excellence Status will be paid two annual payments each equivalent to the rate of ten percent of their nominal salary on a lump sum basis.
5. The lump sum payments under 4 will be paid on the first pay period on or after the grant of Professional Excellence Status and from the beginning of the first pay period falling 12 months after the first lump sum payment.
6. For the purposes of this Determination, the following classifications are deemed "a specified classification":
 - a) Professional 3: provided the employee has been paid at the maximum salary point for this classification for a minimum period of two years at the time of the employee making an application for the scheme.
 - b) Senior Professional 1; and
 - c) Senior Professional 2.

7. An employee holding a specified classification may submit a written application, to the Chief Executive Officer, to be granted Professional Excellence Status.
8. An employee or a person may submit a nomination, in writing to the Chief Executive Officer, for an employee holding a specified classification to be granted Professional Excellence Status.
9. An application under item 7 will address the relevant Key Selection Criteria in accordance with the Appendix (Guidelines to Chief Executive Officers and Employees) of this Determination.
10. Upon receipt of a nomination under item 8, the Chief Executive Officer will invite the employee so nominated to submit a written application addressing the relevant Key Selection Criteria in accordance with Appendix A (Guidelines to Chief Executive Officers and Employees) of this Determination.
11. In making application, it is the responsibility of the employees to present all material in support of their claims against the relevant Key Selection Criteria.
12. The Chief Executive Officer may reject an application which does not, prima facie, demonstrate satisfaction of the relevant Key Selection Criteria.
13. In making a decision to reject an application, the Chief Executive Officer will, in writing, communicate the reasons for the decision, to the employee.
14. Within a reasonable timeframe of accepting an application, the Chief Executive Officer will, establish an "Assessment Panel" in accordance with the Appendix (Guidelines to Chief Executive Officers and Employees) of this Determination.
15. The Assessment Panel will carry out its functions as it deems necessary to fairly and equitably evaluate each application.
16. An Assessment Panel, after considering all relevant material, will provide in writing its recommendation and reasons, to the Chief Executive Officer for an employee be granted, or not granted, Professional Excellence Status.
17. An Assessment Panel will only make a recommendation to grant Professional Excellence Status after determining the employee satisfies a combination of the Key Selection Criteria to the extent that, in the opinion of the Panel, the employee has made a significant contribution to warrant the granting of such status.
18. In making a recommendation not to grant Professional Excellence Status, the Assessment Panel will present in writing to the Chief Executive Officer, the reasons for its recommendation, against the Key Selection Criteria.

19. A Chief Executive Officer may accept or reject any recommendation made by the Assessment Panel.
20. In making a decision to reject a recommendation, the Chief Executive Officer will communicate in writing the reasons for the decision, to the employee.
21. The Chief Executive Officer may review an employee's continued eligibility for Professional Excellence Status should an employee's subsequent performance not meet a standard consistent with that Status.

Dated 25 NOVEMBER 2013



KEN SIMPSON
Commissioner for Public Employment

APPENDIX TO DETERMINATION 1046 of 2013

GUIDELINES TO CHIEF EXECUTIVE OFFICERS AND EMPLOYEES

1. General

Professional Excellence Status is a system designed to reward the efforts of those employees whose past, present and future performance is judged to be of a standard significantly higher than that which is required for the job.

Such performance will be of a level that is judged to be consistent with one or more of the following principles:

- providing a significantly high standard of service to internal and external clients and stakeholders,
- significant in its contribution to advancing the economic and/or social interests of the Northern Territory,
- significant in its contribution to the advancement of the Northern Territory Public Sector (NTPS); and
- making a high level contribution to a body of knowledge and understanding in the individual's professional field.

2. Application / Nomination Process

The responsibility for implementing the Professional Excellence Status scheme in an agency rests with the Chief Executive Officer. Chief Executive Officers will devise and implement procedures for the nomination or application by employees to the scheme. Applications or nominations could be called annually, biannually, quarterly or on an ongoing basis according to agency preferences.

3. Key Selection Criteria

Employees are required to demonstrate to an Assessment Panel that they satisfy a relevant combination of the Key Selection Criteria to warrant the granting of Professional Excellence Status.

It is not necessary for employees to fully address or satisfy all the Key Selection Criteria as some are relevant only to specific professional fields. Employees therefore need only prepare their application against the Key Selection Criteria relevant to their position. Employees may also choose to submit information on aspects of their work performance which is additional, or different from, the Key Selection Criteria, but that is otherwise relevant to the application.

Assessment Panels should assess applications taking into account the broader context of the applicant's achievements and ongoing high performance. There is no weighting or order of importance assigned to any of the Key Selection Criteria and employees performing at a consistently high

standard in operational or service roles are to be assessed on an equal basis to those employees in more research or academically based pursuits.

To qualify for such status, the employee must demonstrate satisfaction of the Key Selection Criteria for service performed preceding the employee's application / nomination and a clear indication that future performance would be consistent with the standard already achieved.

(a) Standard of Performance

Consistent demonstration of high performance in excess of the standards normally required or expected of the employee's role and duties within the agency. This could include making a significant contribution(s) to the attainment of business outcomes within an agency.

(b) Innovation

Development of new approaches to work that improve efficiency or quality of outcomes and which are adopted by the employee's work unit, agency and more widely.

(c) Formal Professional Leadership Role

- Success as nominated leader of projects of particular significance to the employee's work unit, agency or Northern Territory Government.
- Regular requirement to act as a spokesperson for the agency or Northern Territory Government on specialist issues.
- Recognition by universities or other tertiary educational institutions through awards and honorary or other appointments.
- Success in attracting funding to the Territory in grants for research.

(d) Professional Mentor / Leadership Role

- Recognition as a mentor by professional colleagues and students at various levels.
- Frequency of consultation by other colleagues.
- Recognition as "local" expert in their professional field.

(e) International / National Standing

International recognition may place applicants ahead of those of national standing alone, or would substitute for national recognition in cases where the speciality was not widely practised in Australia.

- Positions on editorial boards of peer - reviewed professional journals.
- Elections as fellows of relevant national / international professional bodies.
- Invitations to deliver keynote addresses at national and international workshops, conferences or symposia.
- Substantial role (eg Chair, Program Leader) in national or international research projects or professional committees, enquiries or the like.
- Receipt of significant awards or fellowships completed for or evaluated at national or international level.

(f) Publication Record

Particularly relevant to employees engaged in original research or where communication of information of a specialist nature is a primary goal.

- Frequency of publication in peer - reviewed journals / periodicals.
- Frequency of invitation to contribute reviews of important topics or otherwise express views on issues of a specialist nature.
- Measures of influence on national or international trends through citation indices or similar.
- Publication of major reference or popular works (books) on issues of national or international significance and interest.

4. Assessment Panel

Chief Executive Officers must appoint an assessment panel which is suitably qualified and experienced. This could be internally and/or externally peer based or through another body within an agency. Applicants should be advised of the composition of the panel.

An Assessment Panel must evaluate applications in a fair and equitable manner having regard to the designation level and the duties performed by the applicant.