

# Roles responsibilities and key partnerships

The policy is centrally managed by the Office of the Commissioner for Public Employment and jointly sponsored by all NTPS agencies. The cornerstone of this policy and fundamental to its success is the adoption of a whole of government approach. The spirit of this approach is grounded in a real partnership between the individual, agencies and/or external organisations. This will require adaptable and at times innovative and flexible approaches that are focused on outcomes rather than barriers.

The roles and responsibilities outlined below are intended to identify various accountabilities. A bilateral agreement between the host and home organisations (Schedules 1 and 2) outlines the key negotiations.

## **Employee**

- Completing all work objectives and learning development goals;
- Actively seek feedback and input into performance development plans;
- Be prepared to be self directed and agree to take responsibility for own learning and development;
- Negotiate with the home organisation processes for re-entry;
- Possess a clear vision of aspirations and level of commitment;
- Maintain communication with their home organisation;
- Provide progress reports on the placement and a post-placement report to the home organisation

## **Home Organisation (public or private sector)**

- Identify staff development opportunities;
- Forecast areas of risk;
- Actively promote ownership and commitment;
- Promote mobility and secondments as an important part of career development;
- Actively encourage participation;
- Actively support whole of government agenda;
- Ensure feedback and performance development mechanisms are in place;
- Set clear, realistic, and measurable performance objectives for placements;
- Administer secondments according to internal policies;
- Negotiate placement agreements;
- Make every effort to ensure that any placements have a rewarding learning experience;
- Inform OCEPE of placements and provide regular reports;
- Provide briefs on work-related activities and events occurring during the secondment;
- Maintaining contact with employee's host organisation.

## **Host Organisation**

- General induction into the organisation's business and providing the resources needed to perform the tasks required;
- Agreeing on clear performance expectations and processes for performance feedback and for recording and assessing development;
- Providing regular briefings for the home organisation on performance and progress during the placement;
- Identifying learning opportunities to develop individual development goals;
- Provide a supportive environment;
- Discussing any concerns or difficulties related to the secondment;
- Providing and maintaining a safe working environment.

## **OCPE**

- Promote the critical relationship between whole of government agendas and strengthening internal capability;
- Undertake marketing campaign and update intranet;
- Monitor and co-ordinate the policy;
- Collate diversity statistics and maintain a management information base on all aspects of the placements;
- Evaluate policy and report to stakeholders;
- Work in partnership with other agencies and external providers to develop pilot programs and promote the policy.