

T14188/2014



14/8181

INDUSTRIAL RELATIONS ACT 1984

Part IV, s.55 Industrial Agreement

Allied Health Professionals (Tasmanian State Service) Agreement 2014

Between the

Minister Administering the *State Service Act 2000*

And the

Health Services Union, Tasmania No. 1 Branch,

And the

Community and Public Sector Union (State Public Services Federation
Tasmania) Inc.,

And the

Australian Education Union (Tasmanian Branch)

CA451557



1. TITLE

The Agreement shall be referred to as the "**Allied Health Professionals (Tasmanian State Service) Agreement 2014**".

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3. PARTIES BOUND

This Agreement is between the Minister administering the *State Service Act 2000*, the Community and Public Sector Union (State Public Services Federation Tasmania) Inc., the Health Services Union, Tasmania No 1 Branch and the Australian Education Union, Tasmanian Branch.

4. DATE AND PERIOD OF OPERATION

This Agreement shall take effect from the date of registration and remain in force until 30 June 2016 or until replaced by a further Agreement.



5. APPLICATION

This Agreement is made in respect of all persons employed as Allied Health Professionals (as specified in Schedule 1 of this Agreement) in the Department of Health and Human Services, the Tasmanian Health Organisation – South, the Tasmanian Health Organisation – North, the Tasmanian Health Organisation – North West, and all persons employed as Allied Health Professionals (as specified in Schedule 2 of this Agreement) in the Department of Education, the Department of Justice and the Department of Police & Emergency Management.

Provided this agreement is to have no application to employees whose terms and conditions are prescribed by the Radiation Therapists State Service Union Agreement 2013.

6. RELATIONSHIP TO AWARDS AND AGREEMENTS

6.1 Employees covered by Schedule 1

Where there is an inconsistency between this Agreement and the *Health and Human Services (Tasmanian State Service) Award* this agreement is to prevail to the extent of the inconsistency.

However, the on-call and call back provisions contained in the Department of Health and Human Services Public and Environmental Health Services Staff On Call and Call Back Agreement 2012 agreement or as contained in a replacement agreement are to continue to have application.

6.2 Employees covered by Schedule 2

Where there is an inconsistency between this Agreement and the *Tasmanian State Service Award* employed in the Department of Education, the Department of Justice or Department of Police and Emergency Management this Agreement is to prevail to the extent of the inconsistency.

7. GRIEVANCE AND DISPUTE SETTLING PROCEDURE

- (a) In the first instance, grievances and disputes will usually be dealt with at the workplace by the employee[s] and their immediate supervisor /manager. The employee[s] may choose to be represented by a union delegate or a person of their choice.



- (b) Where discussions fail to resolve the grievance or dispute, the issue may be referred to appropriate union and management representatives. If the matter remains unresolved it may be referred to the Tasmanian Industrial Commission by either party for conciliation and/or arbitration as required. Where a grievance or dispute is being dealt with under this process, normal work is to continue.
- (c) However where a safety issue is involved immediate priority is to be given to the resolution of it having regard to recognised safety standards and relevant legislation. This may involve the cessation of work where an employee's safety is at immanent risk.
- (d) Where a cessation of work is involved an employee is to comply with a direction to undertake alternative duties which is appropriate for the employee to perform
- (e) This grievance and dispute procedure does not take away an employee's rights to seek redress of a grievance under the *State Service Act 2000* or the *Industrial Relations Act 1984*, or any other relevant legislation.

8. NO EXTRA CLAIMS

The parties to this Agreement agree that, during the term of this agreement, there will be no extra claims by any party to this Agreement regarding salaries or conditions of employment.

9. CLASSIFICATION STRUCTURE

- (a) Employees subject to this Agreement will be classified in accordance with the classification structure as detailed in Schedule 3 for all Allied Health Professionals with the exception of Forensic Scientists Level 1 to 5 who will be classified in accordance with the classification structure as detailed in Schedule 4.
- (b) Schedule 1 employees are to be paid in accordance with Schedule 5 salary rates.
- (c) Schedule 2 employees engaged by the Department of Education or the Department of Justice are to be paid in accordance with Schedule 6, and employees engaged by the



Department of Police and Emergency Management are to be paid in accordance with Schedule 7 salary rates.

(d) The parties to this Agreement agree that that during the life of this Agreement they will jointly undertake a review of the basis of determining wage and salary outcomes encompassed by the terms of this Agreement with the object of developing a comprehensive set of outcomes for the replacement agreement in 2016. An initial meeting to commence the process is to be convened no later than 1 September 2014. It is the aim of the parties to incorporate an agreed modern classification standards and salary structure package in the replacement agreement in 2016.

10. SALARY INCREASES

The following salary increases are to apply during the life of this Agreement:

- 2.00% from the first full pay period on or after 1 December 2014
- Plus an additional salary progression point of 0.5% at the maximum classification salary level in each grade from the first full pay period on or after 1 December 2014
- 2.00% from the first full pay period on or after 1 December 2015
- Plus an additional salary progression point of 1.0% or a maximum of \$750.00 per annum at the maximum classification salary level in each grade from the first full pay period on or after 1 December 2015

11. JOB SECURITY

The parties agree that for the duration of the Agreement the employer will, to the extent that it is lawful to do so, not terminate the employment of any permanent employee in reliance on s.44(3)(b) of the State Service Act 2000 (i.e. on the grounds of redundancy)

For avoidance of doubt, the parties declare that it is not their intention that this or any other provision of this Agreement should operate so as



to interfere with the free exercise by the Employer or any Minister of the Crown of any of the duties or authorities of their respective offices

12. COMPETENCY PROGRESSION BARRIER (LEVEL 1 – 2)

12.1 Competency Progression Barrier for Allied Health Professionals covered by Schedule 1 and Schedule 2 excluding Forensic Scientists

12.1.1 Competency Progression

An Allied Health Professional may, after reaching the classification Level 1 Year 5, apply to their Manager for personal progression to Level 2, Year 1. This application must address the criteria as stipulated in Clause 12.1.3. A panel consisting of the Manager and a relevant Allied Health professional will assess the application. If the Allied Health Professional demonstrates they meet the requirements as stipulated in Clause 12.1.3, they will be progressed to Grade 2 Year 1 on their next anniversary.

12.1.2 Accelerated Competency Progression

An Allied Health Professional may, after reaching Level 1, Year 4 apply to their Manager for accelerated progression to the classification of Level 2, Year 1. This application must address the criteria as stipulated in Clause 12.1.3 and must be supported in writing by a senior Allied Health Professional. A panel consisting of their Manager and a relevant senior Allied Health professional will assess the application. This panel will make a recommendation to the delegated Manager who may approve this accelerated progression.

12.1.3 Competency Criteria

The Allied Health Professional concerned must demonstrate detailed knowledge of standard professional tasks and professional expertise in one or more areas of the profession as shown by (for example):

- (a) modifications to standard procedures and practices and contributions to the development of new techniques and methodologies



- (b) professional contribution relevant to the profession at a local level
- (c) evidence of recognition by peers, industry or other client groups for knowledge and skill in a specific clinical area, which may be demonstrated by:
 - a) original in-service presentations; or
 - b) active involvement in conferences or seminars; or
 - c) recognition as a resource person.

12.2 Competency Progression Barrier for Forensic Scientists

12.2.1 Competency Progression

A Forensic Scientist may, after reaching the classification Level 1 Year 5, apply to their Manager for personal progression to Level 2, Year 1. This application must address the criteria as stipulated in clause 12.2.3. A panel consisting of the Director, Forensic Scientists Services Tasmania and a representative as nominated by the Secretary, Department of Police and Emergency Management, will assess the application. If the Forensic Scientist demonstrates they meet the requirements stipulated in Clause 12.2.3, they will, on confirmation from the controlling authority, be progresses to Level 2, Year 1 on their next anniversary.

14.2.2 Accelerated Competency Progression

A Forensic Scientist may, after reaching the classification Level 1, Year 4, apply to their Manager for accelerated progression to the classification of Level 2, Year 1. This application must address the criteria as stipulated in Clause 12.2.3 and must be supported in writing by a relevant senior Forensic Scientist. A panel consisting of the Director, Forensic Scientists Services Tasmania and a representative as nominated by the Secretary, Department of Police and Emergency Management, will assess the application. This panel will make a recommendation to the controlling authority, which may approve this accelerated progression.



12.2.3 Competency Criteria

The Forensic Scientist concerned must demonstrate detailed knowledge of standard professional tasks and professional expertise in one or more areas of the profession which demonstrates their ability to perform at Level 2 as demonstrated by:

- (a) analytical proficiency through consistently satisfactory completion of assigned case work, internal and/or external proficiency tests, or other devised test of proficiency;
- (b) demonstrated proficiency in the consistent satisfactory operation of appropriate analytical equipment and instrumentation routinely used by the work unit;
- (c) demonstrated understanding of the principles and techniques routinely applied in the work unit;

The claim may be further supported by:

- (d) modifications to standard procedures and practices and contribution to the development of new techniques and methodologies in forensics;
- (e) professional contribution relevant to their work unit; and
- (f) evidence of recognition by peers, industry or other client groups for knowledge and skill in forensics, which may be demonstrated by:
 - (i) original in-service presentations; or
 - (ii) recognition as a resource person.

13. QUALIFICATIONS RECOGNITION

- (a) Employees at Level 3 who obtain a relevant Graduate Diploma qualification (or equivalent) and who work in an area relevant to that qualification will be entitled to a "one off" advancement of 2 (two) increment levels and thereafter be entitled to progress, by annual increments, to the Level 3.5 qualified increment point.



- (b) Employees at Level 4 who obtain a relevant Masters qualification (or equivalent) and who work in an area relevant to that qualification will be entitled to a "one off" advancement of 2 (two) increment levels and thereafter be entitled to progress, by annual increments, to the Level 4.4 qualified increment point.
- (c) Employees who do not hold a relevant graduate qualification or a relevant masters' degree as prescribed in sub clauses (a) and (b) of this clause are not entitled to progress to increments level 3.5 or 4.4 respectively.

14. CORRECTIONS ALLOWANCE

In addition to the employee's salaried incremental point [excluding shift allowance] an all-purpose allowance, of 6.5% is to be paid to employees who are engaged to undertake duties in a Correctional Facility, a Forensic Mental Health Facility, the Secure Mental Health Unit however titled and the Ashley Youth Detention Centre.

This allowance is payable for all periods of paid leave entitlements including personal leave and recreation leave.

15. NIGHT SHIFT ALLOWANCE

In substitution for the night shift allowance provision contained within Part VIII Clause 1 of the *Health and Human Services (Tasmanian State Service) Award* and Part VII Clause 2 of the *Tasmanian State Service Award*, a shift worker, whilst on night shift, is to be e paid 22.5% more than the ordinary rate for such shift. Current provisions regarding shift payments contained within the Award will continue to apply.

16. ON CALL ALLOWANCE

An employee who is rostered to remain on call (that is, on call for duty at short notice and allowed to leave his/her place of employment) shall be paid an allowance of \$3.80 per hour for each hour the employee is required to be available, with a minimum payment of \$30.40 per day.

17. AVAILABILITY ALLOWANCE

- (a) The employer may require an employee to perform work on an after hours' basis, where they are not recalled to work but rather provide a telephone or PC service from their home.



(b) An employee shall be paid an allowance of \$2.20 per hour each hour the employee is required to be available.

(c) If an employee is required to undertake work from their home during this period of availability, the employee shall be remunerated time for time at the rate payable to that particular employee and rounded to the nearest hour with a minimum payment of (1) one hour.

18. ADJUSTMENT OF WORK RELATED ALLOWANCES

The work related allowances contained in this agreement are to be adjusted each year in accordance with the decision of the annual Minimum Wage Case by the Tasmanian Industrial Commission subject to g advice from the Unions part to this Agreement.

19. HOURS OF WORK

The ordinary hours of work for all employees bound by this Agreement are 38 hours per week and are to be worked in accordance with the provisions of the Tasmanian State Service Award in respect of employees engaged by the Department of Justice, the Department of Police and Emergency Management, the Department of Education; or the Health and Human Services (Tasmanian State Service) Award in respect of employees engaged by the Department of Health and Human Services, the Tasmanian Health Organisation – South, the Tasmanian Health Organisation – North, the Tasmanian Health Organisation – North West.

20. PROFESSIONAL DEVELOPMENT

(a) The parties recognise that continuous development of skills and knowledge is critical to both the provision of professional services to the Tasmanian community and pursuit of excellence in the Allied Health Professions.

(b) Professional Development support will be available to provide Allied Health Professionals with assistance to develop professional knowledge and skills and for the imparting of the knowledge and skills to others. Access to the entitlement contained in this clause will be by way of employee application.



- (c) Professional Development includes opportunities sometimes referred to as training or professional learning. For the purpose of this section Professional Development includes but is not limited to:
- (i) Professional practice and recognition requirements;
 - (ii) Specific training courses relevant to the operational needs of the Agency;
 - (iii) Exchange programs and other training initiatives; and,
 - (iv) Training and development requirements of the Health Professionals National Registration and Accreditation Scheme.
- (d) For the purpose of this section Professional Development does not include in-house, employer initiatives or opportunities employees participate in during the normal course of their work.
- (e) An Allied Health Professional (either permanent or fixed term, fulltime or part time) is entitled to up to \$1000 every two year period for Professional Development to be either directly paid by the employer to a provider or by way of reimbursement to an employee of expenses incurred for approved development. An Allied Health Professional may apply to roll over any unspent entitlement into the next two year period.
- (f) The test to be applied to determine eligibility for payment under this section is based on whether the expense has been incurred or will be incurred to support Professional Development and appropriate employer approval has been obtained.
- (g) A decision on any application for funding for Professional Development made under this section will be communicated to the applicant within 14 days of the submission of the appropriate approval form.
- (h) An approval and claim form is included in Appendix 1 of this Agreement.
- (i) Claims with original receipts for reimbursement will be submitted through the appropriate processes within three months of the event. Reimbursement of approved claims is to be made not later than 28 days after lodging the claim.



- (j) It is acknowledged that administration of approvals and associated processes should be undertaken at an appropriate management level (and as close to operational level as reasonable) to encourage equitable access and maximise relevance and efficiency.
- (k) Where an employee is absent from their normal duties due to Professional Development their workload will be managed as appropriate to the duration of absence and the workload and may include replacement staffing. The parties acknowledge that workload should not be an impediment to undertaking Professional Development and that adverse impact on other employees should be avoided.
- (l) Nothing in this section precludes the ability of either the employee to apply for or the employer to grant any funding or other support for Professional Development/Training in excess of the entitlement in (e) above.
- (m) The Professional Development entitlement of \$1,000 as contained in sub-clause (e) is to increase to \$1,100 from 1 December 2014 with a further increase to \$1,200 from 1 December 2015.

21. SAFE WORKING AND FATIGUE MANAGEMENT

- (a) Disruption to an employee's normal sleep routines as a consequence of a call out [extended hours of work] results in a loss of adequate, high quality, restorative sleep.
- (b) Fatigue is tiredness that results from physical or mental exertion. In a workplace environment the need to concentrate over a sustained period of time may cause fatigue.
- (c) Both lack of sleep and fatigue, individually and in combination, can affect task performance levels, individual health and safety and the safety of others.
- (d) In the management of sleep disruption and fatigue the employer is to ensure that the working arrangements of employees who



are required to perform call outs is undertaken as part of normal business planning and is reviewed regularly.

- (e) Within a period of extended hours as a result of attending to a call out a sufficient break should be taken for the employee to recover from the application of applying a further intensive period of concentration.
- (f) Where recall to duty is necessary particular attention should be given to the employee's current and recent work pattern to minimise sleep disruption and fatigue with the consequential loss of reduced work performance and with the object of addressing health and safety concerns of the individual.
- (g) In matters associated with sleep and fatigue management the employee has a responsibility in meeting health and safety obligations and to take reasonable care not to put themselves or others at risk.
 - (i) Where an employee is recalled to work in accordance with Part VII Clause 6 of the *Health and Human Services (Tasmanian State Service) Award* or Part VI of the *Tasmanian State Service Award* to undertake duties and that work becomes continuous with the commencement of the ordinary hours of work such time is counted towards the ordinary hours of work on that day.
 - (ii) Where an employee has been subject to significant intermittent call outs over the previous 24 hour period, upon the request or initiative of the employee, arrangements for alternative duties or a period of time from the workplace without loss of pay to maximise service delivery and employee safety will be available.

22. CLINICAL MIXED FUNCTION ALLOWANCE

- (a) A clinical mixed fixed allowance will be paid to Allied Health Professionals who are required to perform higher level clinical functions for periods of 5 days or more. This rate is not payable for supervisory or management higher duties. The allowance quantum will be the difference between the actual salary and



base level of the next highest classification level. If an employee undertakes those duties for a period of greater than 12 months incremental progression will occur, subject to satisfactory performance.

- (b) Provided that the introduction of this allowance will not affect the operation of Part II Clauses 11 and 12 (More Responsible Duties Allowance or the Higher Duties Allowance) of the Health and Human Services (Tasmanian State Services) Award or Part II Clauses 10 and 11 (More Responsible Duties Allowance or the Higher Duties Allowance) of the Tasmanian State Service Award.

23. APPOINTMENT SALARIES

- (a) The appointment and entry classification salary for the following is:
- Clinical Psychologists Level 3 Year 1 (DHHS only)
- (b) The minimum salary on appointment for the following:
- 3 Year degree Level 1 Year 1
 - 4 year degree Level 1 Year 2

The application of this clause is not intended to restrict the ability of Agencies to appoint employees to salary points above those outlines in this clause and within the salary range in appropriate circumstances.

24. AHP 3 PERSONAL UPGRADE

- (a) An AHP Personal Upgrade scheme is available to employees engaged by DHHS as set out in Schedule 8 of this Agreement.

The D of E, D of J, and DPEM will consult with unions in relation to the feasibility of introducing flexible arrangements to recognise the achievement of excellence, in line with clause (a) above, at AHP Level 3.



25. **MARKET ALLOWANCE**

On receipt of an application the State Service Agency the Employer may determine to pay a market allowance of up to 10% of the maximum salary level specified in each grade of the classification structure as detailed in Schedules 5, 6, & 7 of this Agreement where it can be demonstrated to the satisfaction of the Employer the following applies to a specific group or role:

(a) highly specialist skills at the respective work value level and /or;

(b) scarcity of skills compared to other similar roles at the work value level and /or;

(c) high paying market rates for the particular role at the work value level

In exceptional circumstances involving attraction and retention issues for a specialised group or role the Employer may determine a total package of conditions in excess of 10% of the maximum salary level in each grade of the classification structure detailed in Schedules 5, 6, & 7 of this Agreement

The details of the market allowance are to be expressed in the employee's instrument of appointment.

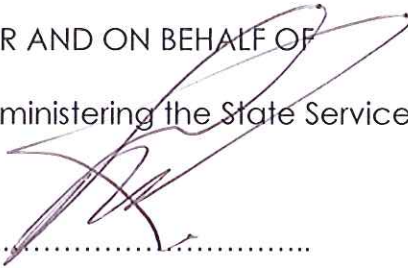


27. SIGNATORIES

This Agreement is made in Hobart on this of..... 2014.

SIGNED FOR AND ON BEHALF OF

Minister administering the State Service Act 2000

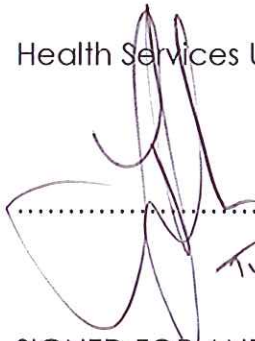

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SIGNED FOR AND ON BEHALF OF Community and Public Sector Union
(State Public Services Federation Tasmania) Inc.


.....
Tom Lyons

SIGNED FOR AND ON BEHALF OF

Health Services Union, Tasmania No.1 Branch


.....
Tim Jacobson

SIGNED FOR AND ON BEHALF OF

Australian Education Union, Tasmanian Branch


.....
Roz Madden



SCHEDULE 1 – DHHS and THOs Allied Health Professionals

The following is a list* of the occupational groups defined as Allied Health Professionals in the Department of Health and Human Services, the Tasmanian Health Organisation – South, the Tasmanian Health Organisation – North, the Tasmanian Health Organisation – North West for the purposes of this Agreement.

Aboriginal Health Worker	Epidemiologist	Perfusionist
ACAT Assessor	Health/Medical Librarian	Pharmacist
Alcohol and Other Drug Worker	Health/Medical Physicist	Physiotherapist
Audiologist	Health Professional Project/ Management Roles	Podiatrist
Cardiology/Health Professional	Hospital/Medical Scientist	Psychologist
Case Manager	Microbiologist	Radiographer
Children and Families/Youth Justice Health Professional	Nuclear Medicine Health Professional	Sonographer/Ultra sonographer
Counsellor	Occupational Therapist	Respiratory Scientists
Dental Therapist	Optometrist	Social Worker
Dietician	Orthotists	Speech Pathologist
Environmental/Public Health Officer	Orthotists/Prosthetics	Scientific/Research Officer
Dental Prosthetics	Exercise Physiologist	

* Includes positions required to coordinate, manage or advise in relation to any of the above professions.



SCHEDULE 2 – DOE, DPEM and DOJ Allied Health Professionals

The following is a list of the Occupational Groups defined as Allied Health Professionals in Agencies other than the Department of Health and Human Services for the purpose of this Agreement.

Department of Education

Speech & Language Pathologist

Social Worker

Department of Justice

Prison Service's Psychologist

Department of Police and Emergency Management.

Psychologist

Forensic Scientist (FSST)



SCHEDULE 3 – Classification Structures and Standards for Allied Health Professionals (except Forensic Scientists classified from Level 1 to Level 4)

(a) Definitions

For the purposes of this Agreement, unless the contrary intention appears:

'complex professional work' means work which includes various tasks involving different and unrelated processes and methods. It depends on analysis of the subject, phase or issues involved in each assignment and the appropriate course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analysed to discern interrelationships.

'corporate impact' means a measure of the effect of decisions made or advice required in a position on Agency policies and operations and the achievement of program objectives. Corporate impact is direct in the case of decisions taken, e.g. in determining policy or committing resources, or indirect where advice or recommendations are involved. The effect of advice or recommendations is a measure of the influence of the advice or recommendations upon the decision-maker and the consequences for the organisation of the decision made.

Recommendations of a highly technical or specialised nature, for example, may influence the work of a major function or area of the Agency's operations or have an effect beyond the Agency.

'critical professional work' is a term used in the sense commonly accepted in technological areas in relation to a critical component, critical issue or critical decision. It means a cornerstone, or fundamental decision, requiring the exercise of sound professional judgement of the effects of a decision within a particular professional discipline or field of work.

'general professional guidance' means direction and guidance given by a senior professional employee on a range of professional assignments. There is discretion in selecting the most appropriate method of completing these, and conformity with directions is measured by satisfactory completion of allocated professional assignments.

'general supervision' means the supervision given by a professional employee to technical and other staff. It consists of the allocation,



direction, oversight and co-ordination of the work of subordinate staff. Professional employees may receive supervision on non-technical administrative matters from non-professional staff.

'managerial complexity' is one of a number of factors which can be used in determining the appropriate grading of Professional Managers, including Department Heads, at Level 5 of this Agreement. Managerial complexity is largely a qualitative measure and as such would typically be used when quantitative measures indicate a particular position is at the margin between one grade and another. The level of managerial complexity might then be used to determine which grade the position most appropriately fits. Exceptions to this rule might include some positions which, although not large in terms of budget and staff numbers, have state-wide responsibility and may be the ultimate authority/adviser to Government.

The factors which together determine managerial complexity are:

- scope of authority and responsibility;
- geographical spread of staff/services to be delivered;
- span of control (numbers of staff reporting directly to the Manager);
- functional dispersion within the area managed (the number of separate and distinct areas/disciplines managed);
- level of autonomy/discretion in decision making. This includes the extent to which managerial direction is proved and the extent to which management decisions can be made without reference to a higher authority;
- professional caseload. The amount of time spent on caseload and the degree of complexity of that caseload; and
- professional responsibility including involvement in activities such as teaching, research, or policy development.

'normal professional work' includes ongoing professional duties performed in accordance with conventional established professional practice, methods and standards, but excludes professional work of a novel, complex or critical nature.

'novel professional work' encompasses work requiring a degree of creativity, originality, ingenuity and initiative and of a type not normally undertaken in a department or significant organisational unit within a



department. The term may refer to the introduction of a new technology or process used elsewhere.

'professional discipline' means a branch of a profession.

'professional field of work' means a major subdivision of a professional discipline.

'professional judgement' means the application of professional knowledge and experience in defining objectives, solving problems, establishing guidelines, reviewing the work of others, interpreting results and providing and assessing advice or recommendations and other matters which have an element of latitude in decision-making.

'professional knowledge' includes knowledge of principles and techniques applicable to the profession. It is obtained during the acquisition of professional qualifications and relevant experience.

'Professional Manager' is a person required to have a sound knowledge of the relevant principles, practices and procedures applicable to a professional discipline or field of work. Professional Managers are responsible for the achievement of particular objectives or completion of a project. This responsibility includes accountability for material, human and financial resources allocated to that objective or project.

'Professional Practitioner' means an individual, team member or team leader. In their initial years at Professional Employee Level 1 they apply professional judgement across a limited range of activities. Professionals may perform normal professional work under different types of supervision and guidance. Professional supervision is required, but it may not need to be continuous. As they gain experience at Level 1 and at the higher Levels they carry out a broad range of activities or functions using relevant practices or procedures within a professional discipline or field of work. This role can provide advice to others on aspects of the discipline or field and can be expected to contribute in an original and innovative manner to activities of the work area. This role includes the supervision of subordinate professional staff and staff from other fields of work.

'Professional Specialist' means a person who has an in-depth knowledge of, and is acknowledged as an authority both by senior



management and by professional peers in a professional discipline, field of work or a range of disciplines or fields. An original and continuing contribution to the discipline(s) or field(s) is an essential element of this role.

'professional supervision' means supervision given to subordinate professional officers which requires the exercise of professional judgement and consists of:

- setting guidelines for the work of professional employees;
- suggesting approaches to the conduct of professional work
- solving technical problems raised by subordinate professional employees;
- giving decisions on technical solutions proposed by subordinate professional employees;
- reviewing and sometimes checking the work of other professional employees.

'work of a professional nature' means the application of professional knowledge initially gained by satisfactorily completing an appropriate course of study at a recognised tertiary institution, experience and judgement in the development, management and use of technology; investigation; survey; analysis; testing; observation; evaluation; applied research; planning; provision and maintenance of facilities and services; diagnosis/prognosis; remediation/treatment; liaison; administration of safety regulations; and education in laboratory, field or other situations.



(b) Classification Structure

ALLIED HEALTH PROFESSIONAL EMPLOYEES

Level 1-2 (P1-2)

A Professional Practitioner, initially under close professional supervision as to method of approach and requirements, performs normal professional work under general professional guidance, and with professional development may perform novel, complex or critical professional work under professional supervision.

The work involves any or all of the following:

- the normal professional work of an organisational unit, or of a specialised professional field encompassed by the work of the unit;
- normal professional work where it is isolated from immediate professional supervision, for example, because of remoteness of the functional work area;
- difficult or novel, complex or critical professional work under professional supervision;
- research carried out under professional supervision and which may be expected to contribute to advances in the techniques used; and/or
- professional supervision of less experienced professional employees together with general supervision over technical and other personnel.

Initially the work of a new graduate is subject to professional supervision. As experience is gained, the contribution and the level of professional judgment increases and professional supervision decreases, until a wide range of professional tasks is capable of being performed under general professional guidance. It is expected that independent professional judgment will be exercised, when required, particularly in recognising and solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification.



Persons initially are required to have sound theoretical professional knowledge gained through satisfactory completion of an appropriate course of study at a recognised tertiary institution.



Competency Progression Barrier (Level 1 – 2)

Competency Progression

An Allied Health Professional may, after reaching the classification Level 1 Year 5, apply to their Manager for personal progression to Level 2, Year 1. This application must address the criteria as stipulated in Clause 13.3. A panel consisting of their Manager and a relevant senior Allied Health Professional will assess the application. If the Allied Health Professional demonstrates they meet the requirements as stipulated in Clause 13.3, they will be progressed to Grade 2 Year 1 on their next anniversary.

Accelerated Competency Progression

A Health Professional may, after reaching Level 1, Year 4, apply to their Manager for accelerated progression to the classification of Level 2, Year 1. This application must address the criteria as stipulated in Clause 13.3 and must be supported in writing by a relevant senior Health Professional. A panel consisting of their Manager and a relevant senior Health Professional will assess the application. This panel will make a recommendation to the delegated Manager who may approve this accelerated progression.

Competency Criteria

The Health Professional concerned must demonstrate detailed knowledge of standard professional tasks and professional expertise in one or more areas of the profession as shown by (for example):

- modifications to standard procedures and practices and contributions to the development of new techniques and methodologies;
- professional contribution relevant to the Profession at a local level;
- evidence of recognition by peers, industry or other client groups for knowledge and skill in a specific clinical area, which may be demonstrated by:
 - original in-service presentations; or
 - active involvement in conferences or seminars; or
 - recognition as a resource person.



Level 3

Under broad policy control and direction is a senior Professional Practitioner who performs novel, complex or critical professional work, or performs a limited range of the duties of Professional Manager or Professional Specialist with general professional guidance.

The work includes the formulation of professional or policy advice for senior management and may involve provision of such advice to senior executives in other Departments, the private sector and the wider community.

Normally there is limited corporate impact at this level as technical advice is often reviewed by higher authority.

The work includes the role of team/project leader requiring the co-ordination of the work of a number of professionals and/or other staff. The staff co-ordinated need not necessarily be in the same discipline as the leader. Persons at this Level may oversee the operations of a section comprising professional and/or technical staff engaged in field, laboratory, clinical, production or operational work and which may be organised on a geographical or functional basis.

Persons at this Level are expected to have wide experience in their professional field. They perform a variety of tasks of a novel, complex or critical nature, either individually or as a leader or member of a team. Direction is provided in terms of a clear statement of overall objectives with limited direction as to work priorities.

Where a professional at this Level works as a member of a team he/she should have skills and the experience necessary to perform all the tasks undertaken by the team or to have knowledge and professional judgment to seek and utilise specialist advice when it is required.

Specialists require substantial or higher knowledge in a particular professional discipline or field and the exercise of independent professional judgment to resolve complex problems or issues.



Level 4

Under broad policy control and direction is

- a Senior Professional Practitioner ; or
- a Professional Specialist; or
- a Deputy Head of Department

The work contributes to the formulation of Agency policies for the work area. It requires an understanding of the wider policy and strategic context. Technical or professional advice generally has consequences beyond the immediate work area and is normally only reviewed for policy and general approach. The work has moderate corporate impact.

The work is performed under broad direction in terms of objectives, policies and priorities. Programs, projects, assignments or other work are generally decided by higher level management, but at this Level authority is given to decide on how to achieve end results within limits of available resources. Decisions at this Level have direct consequences on the achievement of results for the function or group of activities for which the person is responsible.

Persons at this Level are expected to have extensive experience in their professional field and to perform a range of tasks in the absence of general professional guidance.

A Senior Professional Practitioner at this Level operates in the absence of general professional guidance and is expected to apply significant professional knowledge and professional judgment in one or more professional disciplines or fields in relation to more novel, complex and critical work. The Senior Professional Practitioner need not necessarily be supported by other professionals.

A Deputy Head of Department occupies a position which is specifically designated as such and provides support and assistance to the Professional Manager including a Head of Department and is responsible for the management of an organisational element in the absence of the Professional Manager including a Head of Department. Such positions would generally be established only in large more complex organisational elements.



Professional Specialists at this level exercise a high degree of independent professional judgment in the resolution of more novel, complex and critical problems or issues. They are required to provide authoritative technical or policy advice which draws on in-depth knowledge in a professional or technical field or discipline. Analysis, design and interpretation of results of research or investigations represent authoritative and final professional conclusions. An original continuing contribution to the knowledge in the relevant discipline(s) or field(s) and the application of that advance in knowledge to the organisation's work would be expected.

Level 5

Under broad policy control and direction is

- a Senior Professional Practitioner; or
- a Senior Professional Manager; or
- a Senior Professional Specialist.

The work requires the exercise of a high degree of independence in the determination of overall strategies, priorities, work standards and the allocation of resources. Judgments made at this level form the basis of advice to senior levels within a department and are often critical to the achievement of overall objectives of a departmental program or organisational unit. Work is monitored against broad objectives and has a high corporate impact. Administrative direction is given on the Agency's policies and objectives and to ensure co-ordination with other major work units.

A Senior Professional Practitioner at this level operates in accordance with broad objectives and is expected to apply unusually significant professional knowledge and professional judgment in one or more disciplines or fields directly relevant to the work area and in relation to most novel, complex or critical work.

A Senior Professional Manager position at this level will be graded in accordance with the following managerial standards:

Grade 1

A Professional Manager including a Head of Department at this Level leads and directs an organisational element or team or professionals and other staff requiring co-ordination, and is responsible for human,



physical and financial resources under the control of the position. The management role may require professional leadership over subordinate staff including supervisors. This involves setting standards for and evaluation of performance; interpreting policy relevant to the work area; and may involve resolving more complex technical or professional problems.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- responsibility (usually) for less than 10 staff, who are predominantly professional but may include some technical, clerical or operational staff;
- responsibility for managing a budget which is generally less than \$0.7m (This figure is at 1 October 2005, and the salary component of which is to be adjusted in accordance with any future salary increases);
- managerial complexity (as defined) is usually moderate.

Grade 2

Professional Manager including a Head of Department at this Level leads and directs a medium sized organisational element or team of professionals and other staff requiring considerable co-ordination, and is responsible for human, physical and financial resources under the control of the position. The management role may require professional leadership over subordinate staff including supervisors. This involves setting standards for and evaluating performance, interpreting policy relevant to the work area; and may involve resolving more complex technical or professional problems.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- responsibility (usually) for 10-19 staff, who are predominantly professional but may include some technical, clerical or operational staff;



- responsibility for managing a budget which is generally between \$0.7m and \$1.4m. (This figure is at 1 October 2005 and the salary component of which is to be adjusted in accordance with any future salary increases);
- managerial complexity (as defined) is usually considerable.

Grade 3

A Professional Manager including a Head of Department at this Level leads and directs a large sized organisational element or team or professionals and other staff requiring considerable co-ordination, and has significant responsibility for human, physical and financial resources under the control of the position. The management role may require professional leadership over subordinate staff including supervisors. This involves setting standards for and evaluating performance, interpreting policy relevant to the work area; and may involve resolving more complex technical or professional problems.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- responsible (usually) for 20-29 staff, who are predominantly professional but may include some technical, clerical or operational staff;
- significant budget responsibility which is generally in excess of \$1.4m (This figure is at 1 October 2005 and the salary component of which is to be adjusted in accordance with any future salary increases);
- managerial complexity (as defined) is usually significant.

Grade 4

A Senior Professional Manager including a Head of Department at this Level directs and co-ordinates a major function or work area involving a considerable variety of activities and organised on a geographical (including state-wide) or functional basis. Relative to other senior professional employee positions, Senior Professional Managers at this Level have unusually significant responsibility for the human, physical and financial resources under their control and the work may also include extensive co-ordination of projects involving unusually large numbers of professional and other staff engaged in field, laboratory,



clinical, production or construction work. They direct professional and technical staff working in different fields.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- usually responsible for more than 30 staff, who are predominantly professional but may include some technical, clerical or operational staff;
- significant budget responsibility which is generally greater than \$2.1m (This figure is at 1 October 2005 and the salary component of which is to be adjusted in accordance with any future salary increases);
- managerial complexity (as defined) is usually extensive.

A Senior Professional Specialist at this Level is expected to have a depth of knowledge in his/her discipline or field of significance to the Department. Persons at this Level often have a national reputation. There is a requirement for a high degree of originality and analytical and conceptual skills in the resolution of particularly complex technical or policy issues. The work requires expert knowledge in a professional or technical field or in a range of fields and in most cases a comprehensive knowledge of relevant legislation and policies. In some circumstances, Senior Professional Specialists also have a management and/or co-ordination role. The work requires constant adaptation of existing principles to new and unusual problems and involves frequent changes in policy, program or technological requirements.

Peer Review Panel

Upon receipt of an application from an employee who occupies a position classified as a Level 5 Senior Professional Specialist, a recommendation on the appropriate grade within Level 5 will be made by a Peer Review Panel. This Peer Review Panel will consist of five members: two management nominees, a nominee from the CPSU, a nominee from the HACSU and a nominee from the Tasmanian Health Professional Council.

The Peer Review Panel will forward recommendations to the Head of Agency, or delegate, for approval.



Employees who are unsuccessful in achieving placement at a higher grade through this process may reapply after 12 months.

The following criteria are to be used by the Peer Review Panel in determining the appropriate grade for professional staff classified as Level 5 Senior Professional Specialists in accordance with the Level 5 Classification standards prescribed in this clause.

The grades specified within Level 5 represent the salary range for Senior Professional Specialists classified at this Level.

SPECIALIST LEVEL 5: GRADE1-2

The Senior Professional Specialist has a requirement for developing and advancing the knowledge and professional skills of other staff within the team.

The work requires the exercise of a high degree of independence in the determination of overall priorities and strategies and has a significant corporate impact.

Judgements made form the basis of conclusive and authoritative advice to regional or state-wide management and are often critical to the achievement of regional or state-wide objectives. Persons at this level will often have a national reputation in their specialty.

The work requires constant adaptation of existing principals to new and unusual problems and involves frequent changes in policy, program or technological requirements. As such, a person at this level should:

- ☐ possess appropriate analytical, conceptual and problem solving skills demonstrated by a high degree of originality in resolving particularly complex issues arising from:
- new policies, initiatives, systems and techniques; major research projects; and/or the
- performance of highly complex clinical activities;
- ☐ have completed a post graduate qualification(s) and could be expected to have at least eight years of relevant post qualification experience;
- ☐ contribute to the development and mentoring of other health professionals.

A Senior Professional Specialist appointed will be recognised at regional and on a



State wide basis as an expert in the field of work or discipline. This would be recognised through consideration of some or all of the following:

- ☐ invitations to lead at recognised state wide forums and conferences;
- preparation and review of authoritative publications;
- ☐ participation in approved working parties and consultancies;
- ☐ teaching and lecturing in their specialty;
- ☐ recognised as a point of reference by peers;
- acknowledgment of expertise in legal and regulatory aspects of the specialty.

A Senior Professional Specialist appointed in this range will be able to progress from 5.1.1 to 5.2.1 and then to 5.2.2 through normal annual progression arrangements.

SPECIALIST LEVEL 5: GRADE 3-4

The Senior Professional Specialist has a requirement for developing and advancing the knowledge and professional skills of other staff within the team. The work requires the exercise of a high degree of independence in the determination of overall priorities and strategies and has a critical corporate impact. Judgements made at this Level may be significant to the achievement of Government objectives. Persons at this Level will often have a national reputation in their speciality.

The work requires constant adaptation of existing principals to new and unusual problems and involves frequent changes in policy, program or technological requirements. As such, a person at this Level should:

- possess outstanding analytical, conceptual and problem solving skills demonstrated by a high degree of originality in resolving particularly complex issues arising from new policies, initiatives, systems and techniques; major research projects and/or the performance of highly complex clinical activities;
- have completed a post graduate qualification(s) and could be expected to have
- extensive relevant post qualification experience, beyond that required for Level 5 Grade 1-2;
- contribute to the development and mentoring of other health professionals.



A Senior Professional Specialist at this Level will be recognised on a national basis as an acknowledged expert based on an extensive and enduring contribution to that field of work or discipline. This would be recognised through consideration of some or all of the following:

- invitations to lead or present at national or international forums and conferences;
- preparation of authoritative national or international publications;
- participation in national or international working parties and consultancies;
- teaching and lecturing nationally or internationally in their specialty;
- recognised nationally as a point of reference by peers;
- acknowledgement of expertise in legal and regulatory aspects of the specialty.

A Senior Professional Specialist appointed in this range will be able to progress from 5.3.1 to 5.4.1 and then to 5.4.2 through normal annual progression arrangements.

Level 6

Under broad policy control is an Executive Professional Manager.

The work involves executive management of several major work areas in an agency involving a very wide variety of activities associated with the development, co-ordination and implementation of state-wide policies.

Only broad Government objectives govern the position within which total flexibility exists for developing policies, strategies and tactics to achieve objectives.

Direction would be an exception and limited only to issues which have impact upon other external operational policy areas. Work at this level has the higher corporate impact.



SCHEDULE 4 – Classification Structures and Standards for Allied Health Professionals Employed as Forensic Scientists (only)

(a) Definitions

For the purposes of this Agreement, unless the contrary intention appears:

'complex forensic work' means work which includes various tasks involving different and unrelated processes and methods. It depends on analysis of the subject, phase or issues involved in each assignment and the appropriate course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analysed to discern interrelationships.

'critical forensic work' is a term used in the sense commonly accepted in technological areas in relation to a critical component, critical issue or critical decision. It means a cornerstone, or fundamental decision, requiring the exercise of sound professional judgement of the effects of a decision within a particular forensic discipline or field of work.

'general professional guidance' means direction and guidance given by a senior professional employee on a range of professional assignments. There is discretion in selecting the most appropriate method of completing these, and conformity with directions is measured by satisfactory completion of allocated professional assignments.

'general supervision' means the supervision given by a professional employee to technical and other staff. It consists of the allocation, direction, oversight and co-ordination of the work of subordinate staff. Professional employees may receive supervision on non-technical administrative matters from non-professional staff.

'normal professional work' includes ongoing professional duties performed in accordance with conventional established forensic practice, methods and standards, but excludes forensic work of a novel, complex or critical nature.

'novel professional work' encompasses work requiring a degree of creativity, originality, ingenuity and initiative and of a type not normally



undertaken in Forensic Science Service Tasmania. The term may refer to the introduction of a new technology or process used elsewhere.

'professional discipline' means Forensic Science.

'professional field of work' means a major subdivision of Forensic Science.

'professional judgement' means the application of professional knowledge and experience in defining objectives, solving problems, establishing guidelines, reviewing the work of others, interpreting results and providing and assessing advice or recommendations and other matters which have an element of latitude in decision-making.

'professional knowledge' includes knowledge of principles and techniques applicable to Forensic Science. It is obtained during the acquisition of professional qualifications and relevant experience.

'Professional Specialist Manager' is a person who has an in-depth knowledge of, and is acknowledged as an authority both by senior management and by professional peers in Forensic Science. The person is required to have a sound knowledge of the relevant principles, practices and procedures applicable to Forensic Science or field of work. Professional Specialist Managers are responsible for the achievement of particular objectives or completion of a project. This responsibility includes accountability for material, human and financial resources allocated to that objective or project.

'Professional Practitioner' means an individual, team member or team leader. In their initial years at Professional Employee Level 1 they apply professional judgement across a limited range of activities. Professionals may perform normal forensic work under different types of supervision and guidance. Professional supervision is required, but it may not need to be continuous. As they gain experience at Level 1 and at the higher Levels they carry out a broad range of activities or functions using relevant practices or procedures within Forensic Science. This role can provide advice to others on aspects of Forensic Science and can be expected to contribute in an original and innovative manner to activities of the work area. This role includes the supervision of subordinate professional staff and staff from other fields of work.



'professional supervision' means supervision given to subordinate professional officers which requires the exercise of professional judgement and consists of:

- setting guidelines for the work of professional employees;
- suggesting approaches to the conduct of professional work;
- solving technical problems raised by subordinate professional employees;
- giving decisions on technical solutions proposed by subordinate professional employees;
- reviewing and sometimes checking the work of other professional employees.

'work of a professional nature' means the application of professional knowledge initially gained by satisfactorily completing an appropriate course of study at a recognised tertiary institution; experience and judgement in the development, management and use of technology; investigation; survey; analysis; testing; observation; evaluation; applied research; planning; provision and maintenance of facilities and services; diagnosis/prognosis; remediation/treatment; liaison; administration of safety regulations; and education in laboratory, field or other situations.



(b) *Classification Structure*

FORENSIC SCIENTIST

Level 1

A graduate with relevant qualifications, but without prior practical experience in forensic science. Persons are required to have a sound theoretical knowledge in a relevant science gained through satisfactory completion of an appropriate course of study at a recognised tertiary institution. A practitioner at this level is expected to be analytically proficient in routine methodologies relevant to their work unit and operate under general supervision and/or professional supervision.

The work involves any or all of the following under administrative, policy and procedural control and direction:

- the routine forensic work of an organisational unit as assigned.
- routine forensic work where it is isolated from immediate professional supervision, for example, because of remoteness of the functional work area;
- complex or critical forensic work under professional supervision if suitably proficient; and/ or
- the issuing of general reports and the drafting of court reports.

Level 2

A practitioner at this level will have at least 3 years prior practical experience in one or more areas relevant to forensic science. The practitioner is analytically proficient in routine methodologies relevant to forensic science and able to competently collate and interpret results of analyses. Under general supervision and/or professional supervision as to method of approach and requirements, this person performs routine forensic work relevant to their work unit. With appropriate professional development may perform novel, complex or critical professional work under professional supervision.

The work involves any or all of the following under administrative, policy and procedural control and direction:

- the routine forensic work of an organisational unit.



- routine forensic work where it is isolated from immediate professional supervision, for example, because of remoteness of the functional work area;
- difficult or novel, complex or critical forensic work under professional supervision;
- forensic research carried out under professional supervision and which may be expected to contribute to advances in the techniques used; and/or
- professional supervision of less experienced professional employees together with general supervision over technical and other personnel.
- may be required to issue court reports and provide expert evidence in court.
- may be required to peer review the court reports of others.

Level 3

Under broad administrative, policy and procedural control and direction is an experienced Practitioner who performs routine and/or novel, complex or critical forensic work.

The work may include the formulation of professional or policy advice for senior management and may involve provision of such advice to senior executives in other Departments, the private sector and the wider community.

The work includes the role of team/project leader requiring the co-ordination of the work of a number of professionals and/or other staff within their work unit and sometimes, the staff co-ordinated may be outside the leader's work unit. Persons at this Level may oversee the operations of a team comprising professional and/or technical staff engaged in field, laboratory, clinical, production or operational work and which may be organised on a geographical or functional basis.

Persons at this Level are highly competent in the practice of one or more fields of Forensic Science. They perform a variety of tasks of a novel, complex or critical nature, either individually or as a leader or member of a team. Direction is provided in terms of a clear statement of overall objectives with limited direction as to work priorities. Programs, projects, assignments or other work are generally decided by higher level management but, if assigned at this Level authority is



given to decide on how to achieve end results within limits of available resources.

Where a professional at this Level works as a member of a team he/she should have skills and the experience necessary to perform all the tasks undertaken by the team or to have knowledge and professional judgment to seek and utilise specialist advice when it is required.

Persons at this Level will issue court reports, peer review the court reports of others as directed by the work unit Manager and are required to give expert evidence in court.

Level 4

Under broad policy control and direction is a Professional Specialist or a Senior Professional Practitioner and is most often managing a discrete work unit within FSST. The Professional Specialist or Senior Professional Practitioner is recognised at least as a State expert in a field of Forensic Science. The Professional Specialist or Senior Professional Practitioner participates in policy development in a national and/or international forum making recommendations to the Director or delegate in relation to human, physical and financial resources under the control of the position.

The work is performed under broad direction in terms of objectives, policies and priorities from the Director or Deputy Director. Programs, projects, assignments or other work are generally decided by higher level management, but at this Level authority is given to decide on how to achieve end results within limits of available resources. Decisions at this Level have direct consequences on the achievement of results for the function or discrete work unit for which the person is responsible.

Persons at this Level are expected to have extensive experience in their professional field and to perform a range of tasks in the absence of general professional guidance. Persons at this level exercise a high degree of independent professional judgment in the resolution of more novel, complex and critical problems or issues. They are required to provide authoritative technical or policy advice which draws on in-depth knowledge in a field of Forensic Science. Analysis, design and interpretation of results of research or investigations represent authoritative and final professional conclusions. An original continuing contribution to the knowledge in Forensic Science and the application



of that advance in knowledge to the organisation's work would be expected.

Persons at this Level prepare court reports, peer review the court reports of others and are required to give expert evidence in court.



SCHEDULE 5 – Salary Rates for Allied Health Professionals as defined in
Schedule 1

Classification	2%	2%	2%
	FFPPOOA	FFPPOOA	FFPPOOA
	1-Dec-13	1-Dec-14	1-Dec-15
L 1.1	\$50,781	\$51,797	\$52,833
L 1.2	\$53,951	\$55,030	\$56,131
L 1.3	\$57,375	\$58,523	\$59,693
L 1.4	\$60,821	\$62,037	\$63,278
L 1.5	\$64,261	\$65,546	\$66,857
L 2.1	\$67,704	\$69,058	\$70,439
L 2.2	\$71,146	\$72,569	\$74,020
L 2.3	\$74,586	\$76,078	\$77,599
L 2.4	\$78,035	\$79,596	\$81,188
L 2.5	\$81,475	\$83,105	\$84,767
L 2.6		\$83,520	\$85,940
L 3.1	\$78,035		
L 3.2	\$81,475	\$83,105	\$84,767
L 3.3	\$84,922	\$86,620	\$88,353
L 3.4	\$87,527	\$89,278	\$91,063
L 3.5		\$89,724	\$92,268
L 3.5 QUAL	\$89,509	\$91,756	\$94,358
L 4.1	\$89,509		
L 4.2	\$94,101	\$95,983	\$97,903
L 4.3	\$96,393	\$98,321	\$100,287
L 4.4		\$98,812	\$101,539
L 4.4 QUAL	\$98,998	\$101,483	\$104,283
L 5.1.1	\$109,419	\$111,607	\$113,840
L 5.1.2		\$112,165	\$ 115,159
L 5.2.1	\$114,010	\$116,290	\$118,616
L 5.2.2		\$116,871	\$ 119,959
L 5.3.1	\$117,451	\$119,800	\$122,196
L 5.3.2		\$120,399	\$ 123,557
L 5.4.1	\$120,897	\$123,315	\$125,781
L 5.4.2		\$123,932	\$ 127,160
L 6.1	\$130,076	\$132,678	\$135,331
L 6.2		\$133,341	\$136,758



Note: An Allied Health Professional classified at Level 2.5 who applies for and is appointed to a position at level 3 will be appointed at level 3.2 at a minimum.

SCHEDULE 6 - Salary Rates for Allied Health Professionals as defined in Schedule 2 excluding Forensic Scientists

Classification	2%	2%	2%
	FFPPOOA	FFPPOOA	FFPPOOA
	1-Dec-13	1-Dec-14	1-Dec-15
L 1.1	\$51,463	\$52,492	\$53,542
L 1.2	\$54,677	\$55,771	\$56,886
L 1.3	\$58,149	\$59,312	\$60,498
L 1.4	\$61,641	\$62,874	\$64,131
L 1.5	\$65,128	\$66,431	\$67,759
L 2.1	\$68,581	\$69,953	\$71,352
L 2.2	\$72,024	\$73,464	\$74,934
L 2.3	\$75,465	\$76,974	\$78,514
L 2.4	\$78,915	\$80,493	\$82,103
L 2.5	\$82,351	\$83,998	\$85,678
L 2.6		\$84,418	\$86,856
L 3.1	\$78,915		
L 3.2	\$82,351	\$83,998	\$85,678
L 3.3	\$85,798	\$87,514	\$89,264
L 3.4	\$88,406	\$90,174	\$91,978
L 3.5		\$90,625	\$93,187
L 3.5 QUAL	\$90,389	\$92,658	\$95,278
L 4.1	\$90,389		
L 4.2	\$94,979	\$96,879	\$98,816
L 4.3	\$97,271	\$99,216	\$101,201
L 4.4		\$99,713	\$102,457
L 4.4 QUAL	\$99,876	\$102,383	\$105,201
L 5.1.1	\$110,298	\$112,504	\$114,754
L 5.1.2		\$113,066	\$116,078
L 5.2.1	\$114,886	\$117,184	\$119,527
L 5.2.2		\$117,770	\$120,875



L 5.3.1	\$118,330	\$120,697	\$123,111
L 5.3.2		\$121,300	\$124,476
L 5.4.1	\$121,776	\$124,212	\$126,696
L 5.4.2		\$124,833	\$128,079
L 6.1	\$130,076	\$132,678	\$135,331
L 6.2		\$133,341	\$136,758

Note: An Allied Health Professional classified at Level 2.5 who applies for and is appointed to a position at level 3 will be appointed at level 3.2 at a minimum.

SCHEDULE 7 - Salary Rates for Forensic Scientists

Classification	2%	2%	2%
	FFPPOOA	FFPPOOA	FFPPOOA
	1-Dec-13	1-Dec-14	1-Dec-15
L 1.1	\$51,463	\$52,492	\$53,542
L 1.2	\$54,677	\$55,771	\$56,886
L 1.3	\$58,149	\$59,312	\$60,498
L 1.4	\$61,641	\$62,874	\$64,131
L 1.5	\$65,128	\$66,431	\$67,759
L 2.1	\$68,581	\$69,953	\$71,352
L 2.2	\$72,024	\$73,464	\$74,934
L 2.3	\$75,465	\$76,974	\$78,514
L 2.4	\$78,915	\$80,493	\$82,103
L 2.5	\$82,351	\$83,998	\$85,678
L 2.6		\$84,418	\$86,856
L 3.1	\$78,915		
L 3.2	\$82,351	\$83,998	\$85,678
L 3.3	\$85,798	\$87,514	\$89,264
L 3.4	\$88,406	\$90,174	\$91,978
L 3.5		\$90,625	\$93,187
L 3.5 QUAL	\$90,389	\$92,658	\$95,278
L 4.1	\$90,389		
L 4.2	\$94,979	\$96,879	\$98,816
L 4.3	\$97,271	\$99,216	\$101,201
L 4.4		\$99,713	\$102,457



L 4.4 QUAL	\$99,876	\$102,383	\$105,201
L 5.1	\$110,298		
L 5.2	\$114,886	\$117,184	\$119,527
L 5.3	\$118,330	\$120,697	\$123,111
L 5.4	\$121,776	\$124,212	\$126,696
L 5.5		\$124,833	\$128,079

Note: An Allied Health Professional classified at Level 2.5 who applies for and is appointed to a position at level 3 will be appointed at level 3.2 at a minimum.



SCHEDULE 8 – Allied Health Professional Level 3 Personal Up-Grade Scheme

Objective

The scheme aims to recognise and reward the efforts of eligible Allied Health Professional Level 3 staff that have achieved excellence in skills and competence through study, research and/or skill acquisition relevant to their profession and service, through a process of salary advancement.

The objectives of this scheme are:

- To recognise advanced skills, clinical leadership and contribution to the workplace.
- To assist in the retention of experienced of Allied Health Professionals.
- To provide a mechanism to encourage employees to undertake desirable training to update skills, knowledge and practice in areas of organisational relief

Achievement of recognition of excellence will be assessed based on two fundamental concepts:

1. The contribution the employee has made to professional practice as well as meeting research, teaching of specialist professional needs of the workplace and hence the organisation, and
2. The extent to which the employee has contributed to the Agency's business, strategic plans and priorities.

The scheme recognises contribution to the service through:

- Professional leadership via specialist or generalist knowledge, skills and experience, as applied in their workplace.
- Further clinical study through possession of relevant e qualifications, research and publications.
- Teaching and development of others in the workplace.

The scheme envisages necessarily high standards to ensure the integrity and recognition of only those employees who are truly performing at a level of outstanding achievement and professional excellence. In saying that, it should be recognised that the scheme is not linked to length of service.



Permanently appointed eligible Allied Health Professional level 3 employees (either full-time part-time) must demonstrate to the assessment panel that they are performing at a level consistent with the assessment criteria on an ongoing basis.

Successful applicants (without post graduate qualifications) will be advanced past the current qualifications barrier to AHP3 pay point 4. Further progression to the fifth pay point will be subject to normal incremental arrangements. Where an employee is in possession of relevant post graduate qualifications and achieve advancement in accordance with this provision further progression will occur to AHP4 Pay point 1 with normal incremental progression to AHP4 pay point 2.

Preliminary Considerations

Any individual, who believes they will satisfy the requirements of the scheme, should discuss their proposed application with their professional supervisor and or manager, and the likelihood of their achieving the personal up – grade. The assessment process is not a substitute for workplace performance management.

- Supervisors can assist aspiring applicants by:
- Assessing applications critically
- Supporting training and development opportunities to meet the chosen elective criteria, where possible.
- Proactively utilising performance management systems.
- Where previous application has been unsuccessful, discuss panel feedback with applicants and action where appropriate.

Eligibility

Applicants eligible for personal – up – grade assessment must:

- Be permanently appointed at the Allied Health Professional Level 3, and
- Not be subject to a review resulting from a negative performance management process, and
- Have served a minimum of 12 months at pay point 3, or
- Have worked for 3 years as a AHP3, or other jurisdictional equivalent.

Assessment Criteria



application is required in order to make assessment or recommendation. Panels may also choose to validate information in any other way. This may involve directly approaching the applicant's workplace, with the approval of the applicant.

Applicants are assessed on their stated achievements against the assessment criteria.

There is no ranking or quotas.

Delegation and Notification

The panel will make a recommendation, based on the standard set, to the delegates. The delegation for approval will sit the Allied Health Advisor and the Section Manager (or equivalent). Both delegates must provide sign – off in order for an applicant to commence payment at the first competency point.

Payment at the higher rate will be effective from the date of close of application in the round of assessment that the applicant has chosen to apply.

Applicants will be notified in writing of the decision once the delegate has signed off on the process. This may occur panel by panel.

Feedback

Each applicant will be notified in writing of the outcome of the process, and is entitled to receive a brief written feedback summary from the panel. Other than the summary, no further feedback process will occur. Applicants are not to approach individual members of the panel for feedback, as they not permitted to breach the confidentiality of the process.

Mobility of Up – Grade

The personal up – grade will be portable within the Tasmanian Public Sector. The underpinning philosophy is that the skills and attributes that an individual has demonstrated to achieve their personal up – grade should be transferable.



The Chair of each panel will be the Senior Allied Health Professional Manager.

All discussions of the panels will be confidential.

Assessment

The panel will be looking for evidence of performance within the current workplace, and sustained achievements. Primary examples of achievement should be from within the last 5 years. Applicants need to provide evidence of their achievements and outcomes and must be validated by their professional supervisor/manger.

Validation of Claims

An applicant must have their coversheet and their claims against each of the assessment criteria signed off by their immediate professional supervisor/manager as being true and accurate. The professional supervisor or manager is acting in the supervisory or managerial position, they must be in that position for a minimum of 6 months.

Where a manager has indicated that they do not support an application, the applicant may still submit the applicant to the panel for assessment.

In addition to having the claims validated, applicants must provide a referee's report. The referee may not be the same person that validates their application.

If there is an issue around location, meaning there is no suitable person from the service, the referee should be someone who can elaborate on the information contained within the application.

Referee's reports should relate directly to the information included in the application, and the referee's own independent opinion. Referee's need to be able to directly comment on the majority of the application. As such, it is recommended that referees have both a current and recent knowledge of the applicant's work. Referees should read the application prior to completing their report. Referees, where possible may be of AHP3 or equivalent classification, or above.

Panels may consult with an applicant's referee and supervisor/manager if clarification/verification of an aspect of an



Application Process

Submissions will be called for annually.

Employees wishing to apply for assessment of a personal up – grade will need to obtain a copy of the application documentation from their Departmental Human Resources.

The initiative for preparing and submitting the application rests with the individual employee.

Assessment will be made through written application. The application is critical to the success or otherwise of the applicant's case for personal up – grade. Applicants must ensure that they convince the panel, through their application, that they meet each criterion to the standards required, and support each claim with evidence.

Applicants are advised that their achievements will be assessed in terms of contribution made to the need of their particular workplace, discipline and service, and the extent which they contribute to the Agency's strategic plan and priorities.

Assessment Process

Panels

Assessment panels, endorsed by the relevant section, will comprise a Senior Allied Health Professional Manager, an Agency nominee and a representative from the relevant profession.

The Allied Senior Health Professional may be internal or external to the applicants section, and will sit on a number of different panels to assist with consistency. The profession specific representative may be internal or external to the Agency. Where possible, this representative should be external to applicant's current department.

Where there is no available representative due to a professions size a "related" representative may be considered.

Panel members must declare any past or present personal or working relationship with any applicant. Any association will be noted in the panel's documentation.



The criteria have been written to encompass a wide variety of professions and jobs covered by the umbrella of Allied Health Professional, and hence they are neither detailed nor specific for any one job.

Applicants must interpret each criterion in relation to their own achievements within the ambit of their particular positions in the Department. They must also provide examples of how they meet each criterion, list of achievements and outcomes, and where required provide evidence (e.g. copy of further qualification, conference papers etc.).

The assessment criteria are in two parts: Part 1 and Part 2.

Part 1 comprises of two criteria every applicant must address.

Part 2 comprises four (4) criteria. Applicants must demonstrate achievement of two out these criteria. The choice of which two criteria the applicant addresses rests with the applicant.

(a) Part 1: Mandatory Criteria

Consistent with the fundamental principles underpinning the scheme, this part attempts to draw out the tangible "added" value of the applicant for the work area in which they work. This involves:

- the specialist or generalist professional skills, and
- service changes and improvements as a result of the applicant's work.

(b) Part 2: Elective Criteria

1. Leadership
2. Research and Publication
3. Qualification and Development
4. Teaching and Education

