

# Executive Level Acting Arrangements Policy

## Section 1 - Purpose and Context

(1) This policy provides the basis for the payment to be made to:

- a. a Senior Executive staff member asked to relieve as Vice-Chancellor and President; or
- b. an Executive staff member asked to relieve in a higher Executive level position; or
- c. a Senior Staff member asked to relieve in an Executive level or University Leadership Group position for a period; or
- d. a Senior Executive or Executive staff member asked to assume executive management responsibility for two executive member portfolios or part thereof on a care-taker basis for a period in order to meet organisational needs.

## Section 2 - Definitions

(2) For the purpose of this policy:

- a. A Senior Executive level position in the context of this policy refers to the positions of Vice-Chancellor and President; Deputy Vice-Chancellor and Vice-President; or Vice-President.
- b. An Executive level position in the context of this policy refers to the positions of Pro Vice-Chancellor, Dean, Chief Student Experience Officer, and Chief Information and Digital Officer.
- c. A major portfolio is defined as that headed by a Pro Vice-Chancellor or senior Director (eg. Student Experience Office, Information Technology and Digital Services, Finance Office, Office of Human Resources, Office of Estate and Commercial ).

## Section 3 - Policy Statement

### Acting into a Higher Executive Level Position

(3) Where a member of the University's Senior Executive, Executive or Senior Staff is asked to act in a higher level position equivalent to the Senior Leadership Group or higher for a period of at least four consecutive weeks, they are to receive an allowance for the whole period involved.

(4) The allowance payable will be a negotiated proportion of the TRP for the higher position and subject to the Vice-Chancellor and President's approval on the recommendation of the substantive role holder's TRP.

(5) An allowance shall not be payable where a period of leave of absence taken by an employee whilst acting in a higher level position exceeds five consecutive working days.

(6) The relieving Executive or senior staff member's substantive position will in turn normally be fully or partly relieved by an acting senior staff member.

## **Assuming Additional Executive Member Portfolio Responsibilities**

(7) In circumstances where an Executive Member is asked to assume, on a caretaker basis, the executive management responsibilities or part thereof of another Executive Member's portfolio in addition to their own substantive responsibilities, it would normally be the case that the caretaker member's substantive responsibilities would be relieved with a full or partial acting arrangement by a member of the University's Executive or Senior Staff for the corresponding period.

(8) Where this is not possible the caretaker Executive Member will receive a loading payment as determined by the Vice-Chancellor and President for each major portfolio area assumed.

## **Section 4 - Procedures**

(9) Nil.

## **Section 5 - Guidelines**

(10) Nil.

## Status and Details

|                           |   |
|---------------------------|---|
| <b>Status</b>             | Current   |
| <b>Effective Date</b>     | 26th July 2017  |
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| <b>Approval Authority</b> | Vice-Chancellor and President                                   |
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