

NORTHERN TERRITORY OF AUSTRALIA  
*Public Sector Employment and Management Act*

PUBLIC SECTOR INSTRUMENT NO. 2

APPROVAL AND DIRECTION

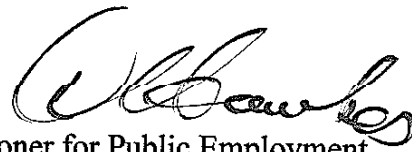
I, DAVID JOHN HAWKES, the Commissioner for Public Employment –

- (a) in pursuance of section 30(1)(b) of the *Public Sector Employment and Management Act* and with reference to section 43 of the *Interpretation Act*, revoke the approval given on 12 February 1998 in respect of the Professional 1/ Professional 2 progression scheme;
- (b) in pursuance of section 30(1)(b) of the *Public Sector Employment and Management Act* and with reference to section 42 of the *Interpretation Act*, approve the Chief Executive Officer of an Agency selecting, without advertising, an employee to perform duties for a period exceeding 6 months in accordance with the conditions in the Schedule; and
- (c) for the purposes of section 30(2) of the *Public Sector Employment and Management Act*, direct that the promotion of an employee in accordance with paragraph (b) not be notified and not be subject to appeal under section 55 of that Act or review under section 59 of that Act.

Dated

*12 July*

2000.



Commissioner for Public Employment

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## SCHEDULE

### PROFESSIONAL 1/ PROFESSIONAL 2 PROGRESSION SCHEME

1. Except as provided in this Schedule, the operation of the Professional 1/ Professional 2 progression scheme ("the scheme") and the identification of appropriate positions to which it is applied is solely at the discretion of the Chief Executive Officer.
2. A Professional 2 designation must exist and it must be evaluated at that level through the Job Evaluation System. Typically this is achieved through 2 evaluations and job descriptions, at both Professional 1 and Professional 2 levels, being held against the one position number.
3. The Scheme is not to apply to a position where the duties have been evaluated only at the Professional 1 level and the incumbent of the position is required to perform duties only at that level.
4. When a Professional 2 vacancy arises the Chief Executive Officer may advertise the position at Professional 1/ Professional 2 level.
5. The Agency must develop an assessment procedure based on the regular selection process as outlined in the selection process handbook.
6. To initiate the procedure for advancement, an employee at the Professional 1 level may apply to his or her supervisor, or the supervisor may invite the employee to apply, for progression to the Professional 2 level.
7. The employee must submit an application addressing the individual selection criteria applying to the Professional 2 position.
8. A selection panel, formulated in accordance with the selection process handbook, must assess the application based on the employee's claims against individual selection criteria. The employee must nominate at least 2 referees.
9. A report recommending or rejecting the application for promotion must be referred to the Chief Executive Officer or his or her delegate for a decision.



10. If an application is unsuccessful, the employee is to be provided with post selection feedback in accordance with the selection process handbook.
11. If an application is unsuccessful the Agency should consider the professional development of the employee.
12. The final selection decision is exempt from appeal under section 55 of the *Public Sector Employment and Management Act*.
13. If an application is unsuccessful the applicant may request a review under section 59 of the *Public Sector Employment and Management Act*.
14. If an application is unsuccessful the employee may re-apply for the promotion after 12 months has elapsed from the date of the previous selection panel decision, or earlier as agreed by the Chief Executive Officer.
15. Advancement to the Professional 2 level will take effect when the Chief Executive Officer or his or her delegate approves the promotion.
16. The promotion is not to be notified.

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