

# JOB ROTATION POLICY

## PREFACE

We aim to be an effective organisation. Providing staff with opportunities to work in different areas of the office to expand their knowledge and skills is one way of achieving this.

## PURPOSE

The purpose of this policy is to establish a framework for job rotation within the office. Although the policy outlines a whole of office approach to job rotations, it in no way limits rotations within branches and divisions.

## RESPONSIBILITY

The Director Corporate is responsible for ensuring this policy is implemented.

Branch Management, following advice from managers and supervisors, are responsible for identifying appropriate positions for job rotation and ensuring each branch has systems in place to allow rotations to take place.

The Director Corporate and Division Managers are responsible for ensuring staff are made aware of opportunities for rotation.

Division Managers are responsible for providing support and guidance to staff taking part in the job rotation program.

Branch Management are responsible for ensuring staff job rotations run as efficiently and effectively as possible.

## LEGISLATIVE FRAMEWORK

Not applicable.

## DEFINITIONS

*Job Rotation* The transfer of permanent staff for a set period of time between positions at the same grade. Such a rotation will not result in any loss of salary or other benefits.

## POLICY STATEMENT

### 1. *Benefits for staff*

Job rotation provides an opportunity for staff to work in different areas of the office, gaining valuable insight into the diverse work of the Ombudsman. It is also an opportunity to improve staff motivation and morale, particularly for those who have worked in one position for a long period of time, or whose job has repetitive or stressful elements. Job rotation opportunities will only be available to permanent members of staff.

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This policy does not supersede any other policy.

## **2. Benefits for the office**

Job rotations are not only beneficial for those staff taking part. Rotations benefit the various Branches and Divisions of the office, giving them an opportunity to share their processes and approaches. Rotations also improve relationships across the office, leading to more efficient and effective exchanges of information and expertise.

## **3. How job rotations will work**

Job rotations will be for six months, with the option of extending for a further six months, subject to the concurrence of all parties. Rotations will be available for permanent staff at the Clerk Grade 7/8 level or below. The program aims to place a minimum of four staff each year.

Consideration of job rotation should form part of staff performance management and, where relevant, be included within individual work plans and training and development plans.

### **(a) Identify rotation opportunities**

Each Division Manager will regularly review positions Clerk Grade 7/8 and below within their division and maintain a list of positions suitable for job rotation.

### **(b) Expressions of interest sought from staff**

A call for expressions of interest to take part in the job rotation program will be sent to all staff at the start of each year. The Personnel Manager is responsible for managing this process.

### **(c) Select staff to take part in job rotation**

Division Managers, or their delegates, will review the expressions of interest and match appropriate candidates to the identified job rotation positions. Informal interviews may be conducted before selecting a staff member to take part in the program.

### **(d) Monitor and review the progress of the rotation**

In addition to the normal supervisory arrangements, Division Managers will nominate a suitable member of staff to be a mentor for staff on rotation. Staff taking part in a rotation will meet with the managers of the Divisions involved and initially the convenor of the Leadership Working Party at the beginning, middle and end of their six month placement. This will allow them to discuss any issues with the program and make recommendations for future job rotations.

### **(e) Prepare a report at the end of the rotation**

At the conclusion of the rotation the Division Manager and staff members will prepare a report outlining their experiences, including their recommendations for changing the program. These reports, which will be provided to the Senior Officers Group and the Division Managers Meeting, will inform future job rotation placements.

## **OMBUDSMAN APPROVAL**



Bruce Barbour

**OMBUDSMAN**