

Job evaluation – Health practitioner positions

Human Resources Policy B68 (QH-POL-194)

Purpose

This policy outlines the framework and process for the evaluation and re-evaluation of health practitioner positions.

Application

This policy applies to all health practitioner (HP) positions in Queensland Health (the department and hospital and health services (HHSs)).

Delegation

The **delegate** is as listed in the relevant human resource (HR) delegations manual, as amended from time to time.

Level HP8.1 is the default paypoint for all positions created at the HP8 classification level.

The Director-General will determine the salary level for appointments to the HP8 classification level above paypoint HP8.1, within Queensland Health, having regard for the context of the position and the responsibilities required, in accordance with the work level statement (refer *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022*).

Legislative or other authority

- Health Practitioners and Dental Officers (Queensland Health) Award – State 2015
- Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022

Related policy or documents

- HR Policy B1 - Recruitment and Selection (QH-POL-212)
- Directive 07/23 - Recruitment and Selection
- Directive 04/23 - Appeals
- Centralised health practitioner job evaluation governance framework
- Managing the risk of psychosocial hazards at work Code of Practice 2022
- Work Health and Safety Act 2011
- General Retention and Disposal Schedule
- Application for health practitioner role evaluation form

Contents

Policy.....	2
1 Principles.....	2
2 Job evaluation.....	3
2.1 Management of job evaluation process	3
2.2 Record keeping.....	3
3 Initiating the job evaluation process	4
3.1 Initiated by the substantive position holder	4
3.2 Initiated by the work unit.....	5
4 Appointment and role of evaluators	6
4.1 Health practitioner positions level HP5 and below.....	6
4.2 Health practitioner positions level HP6 and above.....	6
5 Evaluation process	6
5.1 Evaluation of health practitioner positions level 6 and above	7
5.2 Appointment to health practitioner level 8 positions	7
5.3 Benchmark evaluations	8
5.4 Operative date.....	8
6 Moderation	9
6.1 Moderation for evaluation of health practitioner positions level 5 and below.....	9
6.2 Moderation for evaluation of health practitioner positions level 6 and above.....	9
7 Disputes	9
Definitions.....	10
History.....	11

Policy

1 Principles

This policy outlines the framework and processes to support transparent, consistent and timely evaluation and re-evaluation of HP positions within Queensland Health.

Under the provisions of the *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022 (HPDO4)* (the Agreement), it has been agreed that:

1. Queensland Health has established a centralised HP job evaluation function and process, for the evaluation of all HP positions from level HP6 to level HP8.
2. Evaluations for positions at level HP1 to level HP5 will continue to be conducted by HHSs in accordance with *HR Policy B68 Job Evaluation – Health practitioner positions*.

3. HHSs will have discretion to refer evaluations for positions from HP1 to HP5 to the centralised HP job evaluation function where required.

Queensland Health is committed to promoting and protecting the physical and psychological health, safety and wellbeing of its workers by providing a safe and inclusive workplace with a focus on preventing harm. As an employer, Queensland Health has an obligation under the *Work Health and Safety Act 2011* to manage risks to employees arising through our work, work environments, systems and practices. When applying this policy, proper consideration must be given to the *Managing the risk of psychosocial hazards at work Code of Practice 2022*, including identifying psychosocial hazards and assessing and managing any risks.

Queensland Health is committed to making decisions and applying this policy in accordance with Chapter 3, Part 2 of the *Public Sector Act 2022*. In making decisions and applying the provision of this policy all delegates must –

- (a) observe the public sector principles; and
- (b) comply with all relevant laws, industrial instruments and directives.

Queensland Health is committed to supporting a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples in accordance with Chapter 1 Part 3 of the *Public Sector Act 2022*. All delegates and employees have a responsibility to apply these principles when implementing HR policies.

2 Health Practitioner classification evaluation process

Job evaluation is a process used to determine the work value of a role and to allow the allocation of a classification level to that role. Work value is determined by assessing the opportunity (scope), role (responsibilities - accountabilities) and knowledge requirements assigned to the position. The work value assessment is based upon actual position requirements, not employee attributes or performance.

The evaluation and classification of HP roles within Queensland Health are determined using the work level statements (WLS) outlined in Schedule 4 of the Agreement, as amended from time to time in any subsequent certified agreement.

The application of the WLS in the evaluation process is supported by the HP job evaluation methodology contained within the work level evaluation manual. One of the primary objectives of the job evaluation process is to ensure that there is consistent alignment of role classifications with the WLS across Queensland Health.

2.1 Management of job evaluation process

Within Queensland Health, the process of job evaluation is managed and tracked by a nominated HP evaluation coordinator from:

- within the relevant human resource (HR) unit and/or
- the centralised health practitioner job evaluation (CHPJE) team.

2.2 Record keeping

The HP evaluation coordinator is responsible for keeping an accurate database and records of all evaluation results, including benchmarking evaluations, signed evaluation reports and supporting documentation. All documentation must be kept by the relevant HR unit or CHPJE

in accordance with the General Retention and Disposal Schedule, i.e. seven years, on the centralised VADER system within the HHS or department. All requests for HP evaluation, role description, job evaluation application and evaluation recommended outcome(s) must be logged in, and recorded against, a VADER number.

3 Initiating the job evaluation process

A HP job evaluation is to occur where:

- a new position has been created, or
- if there is a substantial change in the role and the work value of an existing position which warrants a work level evaluation.

Substantial changes in the duties and responsibilities may include but not be limited to:

- duties, responsibilities and/or accountabilities being added or removed
- a change to level of knowledge, skill or expertise required
- a change to the level of employee supervision required/provided
- a change to the scope or impact of the role
- a change to management or supervisory responsibilities.

The HP job evaluation process may be initiated:

- when a health practitioner substantive position holder submits a formal request detailing the changes in the duties/outcomes and responsibilities of the position from the current to the proposed role description
- when a group of health practitioners assigned to a single substantive position submit a formal request detailing the changes in the duties/outcomes and responsibilities of the position from the current to the proposed role description
- when the relevant work unit submits an application outlining why a position warrants evaluation
- when an organisational review business case, which impacts on the roles and responsibilities of employees, has been submitted for consideration.

When initiating an evaluation, the application package, as a minimum, must be prepared and submitted to the HP evaluation coordinator in the relevant HR unit, including:

- the application for HP role evaluation form
- current organisational chart for the unit clearly showing where the role sits within the unit and the reporting lines
- the proposed role description for evaluation.

3.1 Initiated by the substantive position holder

The substantive position holder is to obtain the application for HP role evaluation form from the relevant HR unit or via QHEPS. Where possible the substantive position holder and supervisor/line manager should work together to agree on the content of the application package. The application package is to be completed and submitted to the appropriate supervisor/manager.

The supervisor/manager and applicant will complete the application form as indicated and forward it to the HP evaluation coordinator in the relevant HR unit within 7 days. The HP evaluation coordinator will forward all HP6, HP7 and HP8 evaluations to the CHPJE team within 2 days. Any delay in submitting the application package should be discussed with the employee involved.

Where there are amendments or changes required to the paperwork, other than where actions are required on the part of the applicant, or it is required to be amended or resubmitted this will not affect the date of submission which will continue to be the date of the initial submission to the supervisor/manager.

In instances where an employee and their supervisor/manager do not agree on the role description submitted by the employee, this matter will be referred to the delegate for determination.

The substantive position holder is to complete the evaluation application form, and then the line manager/s and the incumbent/applicant are to complete sections 4.14 and 4.15 of the health practitioner role evaluation application form when agreement cannot be reached. This will outline the reasoning and justification in writing as to why the line manager does not support the application, and the incumbent/applicants' responses to the line managers rationale. Additional supporting documentation from both parties may be submitted to enable the delegate to consider this information in their assessment.

The supporting documentation from both parties will be submitted to the delegate for full review and determination as to the requirements of the role prior to progressing to the evaluation coordinator/CHPJE. The delegate will provide additional information as required.

The delegate will provide a short summary of reasons for the decision. The role description authorised by the delegate will be forwarded to the HP evaluation coordinator for progression, with copies to be provided to the incumbent and line manager/s.

The original submission date at which the applicant submits a completed application package to their line manager will be preserved for the implementation of a potential effective date, should the role be reclassified to a higher level as the result of the evaluation. Where there is a non-consensus on the role description, and escalation to the delegate is required, as outlined above, the date at which the application form alone was submitted will be preserved for the implementation of a potential effective date.

3.2 Initiated by the work unit

When a work unit seeks a re-evaluation of a position or when a new position is created, the supervisor/manager is to access the application for HP role evaluation form from the relevant HR unit or via QHEPS. In the case of a re-evaluation of the position, the supervisor/manager is to consult with affected employee/s in the work unit. The supervisor/manager is to then complete the form as indicated (together with the incumbent(s) if there is a substantive position holder(s) and submit the form to the HP evaluation coordinator in the relevant HR unit. The HP evaluation coordinator will forward all HP6, HP7 and HP8 evaluations to the CHPJE team.

Where the application is the result of the introduction of changes, e.g. production, program, organisation, structure or technology, that have significant effects on employees, the

consultation provisions at clause 11 of the *Health Practitioners and Dental Officers (Queensland Health) Award –State 2015* must be followed.

Where the application is the result of a permanent vacancy, the provisions of clause 10.1.4 and 10.2.3 of the Agreement relating to the replacement of existing employees shall be followed.

Per cl 10.1.5 of the Agreement, there will be no downgrading of positions during the life of the Agreement other than through organisational change processes.

4 Appointment and role of evaluators

The role of the HP evaluator is to provide an independent and objective analysis of the purpose, knowledge, skill and accountability requirements of the position to determine an appropriate HP classification level.

The evaluators are to be independent and trained employees capable of analysing a position at a level of classification, stream and complexity relevant to the position being evaluated. To qualify as a HP evaluator, an individual must successfully complete the HP evaluation training, including any refresher training required, to ensure currency as a HP evaluator.

4.1 Health practitioner positions level HP5 and below

Each role evaluation will require two evaluators, each completing an evaluation and report as outlined in the HP evaluation manual. The HP evaluation coordinator will appoint the two evaluators.

The evaluators are to be from a different work unit or service area to the role being evaluated. Where possible, one evaluator will be from HR and the second evaluator will be from a HP discipline.

4.2 Health practitioner positions level HP6 and above

Each role will be evaluated by the CHPJE team, completing an evaluation and report as outlined in the centralised health practitioner job evaluation governance framework.

5 Evaluation process

The HP evaluators are to obtain all relevant, correct and unbiased information. The information is to reflect the actual requirements of the position, and not the particular experience or skills of the position-holder, if there is a substantive position holder.

The evaluation will initially rely primarily on the information provided, in the proposed role description and the HP role evaluation application form (including the organisational chart). The evaluators may also obtain additional information from the substantive position holder, line manager and/or professional supervisor (HP discipline leader), e.g. via interview, duties list, subject matter experts. Any additional or adverse information relied upon is to be provided to the employee initiating the application, i.e. the substantive position holder and/or supervisor/manager.

The evaluators will independently consider the information provided, each making a determination on the appropriate recommended HP classification level and documenting

the evaluation on the HP evaluation record form. Documentation to be submitted in support of the recommendation is to include copies of all the material upon which the recommendation is based. The evaluation record form and supporting documentation is then provided to the HP evaluation coordinator.

Where there is a consensus recommendation, the HP evaluation coordinator will progress the application package, including evaluator reports, to the delegate for approval.

Where there are differing recommendations from the two evaluators, the evaluators will discuss the evaluation, including the basis of disagreement, with the aim of reaching a consensus recommendation. Where consensus is achieved, the reports are amended, and the updated reports are forwarded to the delegate by the HP evaluation coordinator. In the event that the evaluators are unable to reach a consensus recommendation, the evaluation report/s will be forwarded to an independent moderator as detailed in section 6 - Moderation.

The evaluation will be completed within eight weeks from the date the application was received by the supervisor/line manager. An update will be provided by the HP evaluation coordinator to the substantive position holder and/or the work unit at four weeks should the process still be ongoing at that time.

The delegate must consider the outcome recommendation and decide to either approve or not approve the role classification.

Enquiries by the substantive position holder and/or the work unit about the progress of the evaluation application will be managed by the HP evaluation coordinator. Once the evaluation is complete and the delegate has made a decision on the recommendation, the delegate will provide a written decision, on the outcome of the evaluation. If upon receipt of the outcome the substantive position holder or relevant line manager raise a concern about potential deficiencies in the process of HP evaluation conducted or the classification level outcome, section 6 outlines the process for moderation and section 7 outlines processes for dispute resolution.

5.1 Evaluation of health practitioner positions level 6 and above

Evaluations for all roles at classification level HP6 and above are to be conducted by the CHPJE team in accordance with the process in this policy as described in section 5 - Evaluation process and the centralised health practitioner job evaluation framework.

5.2 Appointment to health practitioner level 8 positions

Once an evaluation has been completed the recommendation for classification at level HP8 will be presented to the HP evaluation coordinator who will disseminate that recommendation to the line manager, employee (if relevant), and the delegate (for consideration and approval).

The delegate must consider the outcome recommendation and decide to either approve or not approve the role classification.

Where the delegate approves the classification level of HP8 for a role, the default paypoint for that role is HP8.1.

Where the delegate is satisfied that the role is to be filled at the HP8.1 level, there is no need to seek Director-General approval for that paypoint and recruitment can proceed.

There is no automatic progression for incumbents in roles classified at the HP8 level.

In accordance with the WLS for the HP8 classification level, the Director-General will determine the salary level for appointment to the HP8 classification level if above paypoint 1.

Director-General approval is required where:

- The delegate seeks for the role to be classified at HP8.2 or above, or
- The delegate seeks for the incumbent to be remunerated at HP8.2 or above.

The brief must contain information that provides the Director-General with the necessary justification for classification or remuneration at levels HP8.2 or above.

Once the Director-General has approved a paypoint between HP8.2 and HP8.5 and the delegate has been advised, recruitment to that role can commence.

The employer will implement the approved classification level.

5.3 Benchmark evaluations

Benchmark evaluations can be used within the work unit or service for evaluations conducted on levels HP5 and below only. The benchmark evaluation uses an existing role description with a documented HP job evaluation. Benchmark evaluations are managed through the HP evaluation coordinator and included in the database of evaluations.

In a benchmark evaluation, the role descriptions are assessed to ensure that they have comparable properties, for example, title, scope, role context, accountabilities and HP classification level. Where the two role descriptions are deemed comparable then the delegate may approve the job evaluation as being benchmarked.

All benchmark evaluations must be performed by a trained HP evaluator and recorded in VADER job evaluation module as per other evaluations.

5.4 Operative date

The operative date of a newly approved classification level will be the date the evaluation is approved by the relevant delegate. This date can be no later than eight weeks after an application was received by the HP evaluation coordinator.

HP evaluation process timeframe	
Activity	Maximum timeframe
Line manager to forward application to the HP evaluation coordinator	7 days from receipt of application
Notification of progress to applicant	4 weeks from date manager received application
HP evaluation coordinator to forward HP6 – HP8 applications to the CHPJE team	2 business days from receipt of application

HP evaluation process timeframe	
Evaluation process to be completed	8 weeks from date manager received application

6 Moderation

The moderator is to be a trained HP evaluator from a different HHS, departmental division or the CHPJE team.

6.1 Moderation for evaluation of health practitioner positions level 5 and below

When the substantive position holder or relevant line manager raises a concern about potential deficiencies in the process of HP evaluation conducted or the classification level outcome, or when the evaluators are unable to reach consensus, the HP evaluation coordinator will appoint an independent HP evaluator to conduct a moderation. The moderator will make a final recommendation to the delegate.

Requests for moderation of positions HP5 and below may be forwarded to the CHPJE team for moderation where a suitable moderator is not available.

Moderations are to be performed an independent trained evaluator who was not part of the evaluation request for which the moderation is sought.

6.2 Moderation for evaluation of health practitioner positions level 6 and above

All moderations for evaluations HP6 and above will be performed by the CHPJE team or an appropriate moderator appointed by the team.

Where evaluations result in a reclassification from HP5 to HP6, moderation is to be performed by the CHPJE team.

The HP evaluation coordinator will forward the proposed HP6 role for moderation to the CHPJE team.

Moderations are to be performed by an independent trained evaluator who was not part of the evaluation process for which the moderation is sought.

7 Disputes

In the event of any disagreement that the relevant union/s raise as to the interpretation, application or implementation of the Agreement or this policy, the relevant dispute resolution provisions at clause 1.11 of the Agreement.

If the substantive position holder is not satisfied with the classification level outcome, they may lodge a formal employee grievance through *HR Policy E12 Individual Employee Grievances*. The substantive position holder may commence the grievance process for this matter at Stage 2, by requesting an Internal Review. The Central HP Evaluations team should be consulted by the local delegate when conducting the internal review.

Definitions

Term	Definition
Benchmarking evaluation	An evaluation technique that involves analysing and comparing a proposed role against a similar, previously evaluated (benchmark) role, to determine whether the same work value assessment and classification level should also be attributed to the proposed role.
Centralised Health Practitioner Job Evaluation (CHPJE) team	Centralised team within Human Resources Branch, Corporate Services Division, established to provide centralised job evaluation in accordance with the <i>Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022</i> .
HP evaluation coordinator	Employees selected to assist managers/delegates in the HP evaluation process.
Job analysis	A process of enquiry into the functions and requisites of a job to understand its characteristics relative to other jobs.
Psychosocial hazard	A hazard that arises from, or relates to, the design or management of work, a work environment, plant at a workplace or workplace interactions and behaviours and may cause psychological harm, whether or not the hazard may also cause physical harm.
Queensland Health	Queensland Health includes the department, and all hospital and health services established under the <i>Hospital and Health Boards Act 2011</i> .
Reclassification	An increase or decrease in the level of a position within an employment classification stream; or when an existing position is classified within a different work stream.
Substantial change	A discernible difference in the nature of a role, to an extent that may reasonably be expected to result in the reclassification of a position.
VADER	Web based application used by Queensland Health to assist in job evaluation records management.
Work level statement (WLS)	Work value descriptors identified within the certified agreement that reflect the complexity and responsibility of duties, skills and knowledge for each HP classification level.

History

Date	Policy change
19 February 2025	Policy: <ul style="list-style-type: none"> • reformatted as part of the HR Policy review • inclusion of psychosocial code of practice and references • update references and naming conventions • updated in line the provisions of the <i>Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022</i> (the Agreement)
June 2020	Policy: <ul style="list-style-type: none"> • formatted as part of the HR Policy review • amended to update references and naming conventions • application amended as a result of changes to the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019.
August 2018	New policy developed to support the devolution of HP evaluations from a centralised function to Hospital and Health Services and the Department of Health.