C37

Advancement - Administrative Stream
Level 1 to Level 2
Human Resources Policy

Effective Date: June 2009

1 PURPOSE
To outline the advancement of administrative stream employees from administration officer level 1 (AO1) to administration officer level 2 (AO2).

2 APPLICATION
This policy applies to administrative stream employees.

3 GUIDELINES
Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION
The ‘delegate’ is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES
• Queensland Public Health Sector Certified Agreement (No. 7) 2008 (EB7)

6 SUPERSEDES
• IRM 4.4-6 Advancement – Administrative Stream Level 1 to Level 2

7 POLICY
The advancement of an employee from AO1 to AO2 within the administrative stream is as follows:

Age Based
An employee engaged at the base level of the administrative stream who is under 21 years of age, without any previous administrative experience, is appointed as follows:

• AO1 (1) - 18 years of age or under
• AO1 (2) - 19 years of age
• AO1 (3) - 20 years of age

Experience Based
An employee engaged at the base level of the administrative stream who is under 21 years of age, who has relevant previous administrative experience is to have such
experience recognised in whole months for salary purposes, and is appointed as follows:

- AO1 (1) - less than one year relevant experience
- AO1 (2) - one year, but less than two years relevant experience
- AO1 (3) - two years and more relevant experience.

The following matrix is used to determine the appropriate commencing level.

<table>
<thead>
<tr>
<th>Age</th>
<th>Nil</th>
<th>&lt; 1 year</th>
<th>&lt; 2 years</th>
<th>≥ 2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>AO1(1)</td>
<td>AO1(1)</td>
<td>AO1(2)</td>
<td>AO1(3)</td>
</tr>
<tr>
<td>19</td>
<td>AO1(2)</td>
<td>AO1(2)</td>
<td>AO1(2)</td>
<td>AO1(3)</td>
</tr>
<tr>
<td>20</td>
<td>AO1(3)</td>
<td>AO1(3)</td>
<td>AO1(3)</td>
<td>AO1(3)</td>
</tr>
</tbody>
</table>

Despite the above, an employee engaged at the base level of the administrative stream, who is under 21 years of age, can advance to AO2 (1) level:

- upon attaining the age of 21 years
- having completed a relevant Australian Qualifications Framework (AQF) level 2, or higher, as per clause 11.2 of the Queensland Public Health Sector Certified Agreement (No. 7) 2008 (EB7)
  or
- with three years relevant experience.

8 HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2009</td>
<td>Protected IRM 4.4-6 reformatted as part of the HR policy consolidation project in accordance with EB7.</td>
</tr>
<tr>
<td>February 2007</td>
<td>IRM 4.4-6 Advancement – Administrative Stream Level 1 to Level 2 amended.</td>
</tr>
<tr>
<td>February 2003</td>
<td>IRM 4.4-6 Advancement – Administrative Stream Level 1 to Level 2.</td>
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