Internal Transfer Procedure

Related Policy
Recruitment and Appointment Policy
Performance and Career Development Policy

Responsible Officer
Executive Director, Human Resources

Approved by
Executive Director, Human Resources

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Responsible Organisational Unit
Human Resources

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1 Objective

This document sets out the procedures that apply to staff entering into internal transfer arrangements. The University of Tasmania supports internal transfers as a means to enhance staff development, build organisation knowledge and understanding and/or to meet the needs of the organisation.

2 Scope

These procedures apply to all Professional Staff at the University of Tasmania.

3 Procedure

3.1 General

An internal transfer is the administrative allocation of a staff member from one position in the University to undertake duties in another position elsewhere in the University.

The University supports internal transfers in order to provide development opportunities for staff to assist in achieving its strategic objectives. Internal transfers also have organisational benefits including exchange of information and ideas, promotion of organisational relationships and investment in organisational effectiveness.

Internal transfers can be either continuing or for a fixed term and the transfer will normally take place into positions which are at the same classification level and the staff member is considered to have the skill or capabilities to perform. If a staff member is transferred into a position with a higher classification, the provisions of the Staff Agreement 2013-2016 relating to the payment of a Higher Duties Allowance apply.

Staff members undertaking an internal transfer of 6 months duration or less will usually return to their substantive position upon the completion of the transfer period. For transfers for periods longer than 6 months, the University is not obligated to guarantee the staff member’s return to the original substantive position. However, at the end of the period a position at the same substantive level will be identified within the University.

3.2 Transfer at the Request of a Staff Member

A staff member may initiate a voluntary request to be transferred to another position and/or organisational unit within the University. Generally, this would be in the context of identified career development specified in their Performance and Career Development Plan. The University may consider the request in light of operational needs. The University is not obliged to facilitate a staff member’s request for a transfer.

3.3 Transfer by Invitation

A staff member may be invited by a nominated supervisor to consider an internal transfer in order to gain a particular set of skills and expertise for staff development purposes or to utilise the staff member’s specialist skills in another role.
A nominated supervisor who wishes to transfer a staff member to his/her organisational unit should discuss the potential arrangements with the staff member’s nominated supervisor prior to an offer of transfer being made. Subject to operational requirements, the staff member’s nominated supervisor should not unreasonably decline such a request.

Nominated supervisors are required to ensure that opportunities for internal transfers are offered to staff in an equitable manner.

3.4 Transfer at the Discretion of the University

The operational needs or requirements which give rise to the need to transfer a staff member to another position within the University vary. However, a transfer at the direction of the University may occur as part of a change management process or because work in a particular area is increasing or reducing or it may be related to a staff member’s capacity to perform all of the duties of their position as a development strategy.

The transfer of a staff member to another position at the direction of the University will be undertaken with the provisions of the University’s staff agreement and other relevant University policies and procedures.

3.5 Negotiation and Approval

Conditions of an internal transfer will be negotiated at the Academic Unit/Business Unit level and require approval by the Academic or Business Unit Head.

3.6 Terms of Agreement

Before the internal transfer commences, formal terms of agreement are to be agreed by the Heads of the home and host Academic Unit/Business Unit and the staff member. The terms are formalised in an offer drafted and approved by Human Resources.

4 Definitions and Acronyms

**Academic Unit**  Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

**Organisational Unit**  College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

**Internal Transfer**  The term “Internal Transfer” is the appropriate terminology for the placement of staff into internal positions. The term “secondment” is not applicable to these procedures.
6 Versioning

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<td>Current Version</td>
<td>Version 3 – Internal Transfer Procedure, approved Executive Director, Human Resources, February 2015. Amended in December 2017 to reflect academic structures and nomenclature.</td>
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