

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

*Industrial Relations Act 1999 - s. 698 - reprint of award*

**QUEENSLAND INSTITUTE OF MEDICAL RESEARCH (QIMR) AWARD 2003**

Pursuant to s. 698 of the *Industrial Relations Act 1999* Queensland Institute of Medical Research (QIMR) Award 2003 with all amendments as at 10 December 2009, is hereby reprinted.

I hereby certify that the Award contained herein is a true and correct Queensland Institute of Medical Research (QIMR) Award 2003 as at 10 December 2009.

Dated 10 December 2009.

G.D. Savill  
Industrial Registrar

**QUEENSLAND INSTITUTE OF MEDICAL RESEARCH (QIMR) AWARD 2003**

**PART 1 - APPLICATION AND OPERATION**

**1.1 Title**

This Award is known as the Queensland Institute of Medical Research (QIMR) Award 2003.

**1.2 Arrangement**

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### **1.3 Definitions**

In this Award the following definitions apply:

1.3.1 "Act" means the *Industrial Relations Act 1999* as amended or replaced from time to time.

1.3.2 "Commission" means the Queensland Industrial Relations Commission.

- 1.3.3 "Council" means the Council of the Queensland Institute of Medical Research as constituted under the *Queensland Institute of Medical Research Act 1945* or its authorised agent or delegate.
- 1.3.4 "Director" means the person occupying the position of Director of the Institute from time to time under the terms of the *Queensland Institute of Medical Research Act 1945*. For the purposes of this Award a reference to the Director will also be a reference to the Director's nominated delegate.
- 1.3.5 "Employee" means a person employed under the *Queensland Institute of Medical Research Act 1945* who is appointed to a classification level identified in Schedule B.
- 1.3.6 "Institute" means the Queensland Institute of Medical Research as constituted by the *Queensland Institute of Medical Research Act 1945*.
- 1.3.7 "Laboratory Head" means a person appointed by the Director from time to time to fill the position of Head of an Institute laboratory.
- 1.3.8 "Union" means the Queensland Public Sector Union of Employees and the Queensland Nurses Union of Employees.

#### **1.4 Award coverage**

This Award applies to Employees employed under the *Queensland Institute of Medical Research Act 1945* who are appointed to classification levels contained in Schedule B of this Award.

#### **1.5 Date of operation**

This Award takes effect from 20 January 2003.

#### **1.6 Parties bound**

This Award is binding on:

- the Council of the Queensland Institute of Medical Research; and
- the Queensland Public Sector Union of Employees and the Queensland Nurses Union of Employees; and
- all Employees of the Queensland Institute of Medical Research eligible to be members of the Queensland Public Sector Union of Employees and the Queensland Nurses Union of Employees whether members or not.

#### **1.7 Pre-existing conditions**

No Employee will suffer a reduction in wages in the course of the Employee's normal duties as a result of this Award coming into operation.

### **PART 2 - FLEXIBILITY**

#### **2.1 Enterprise flexibility**

- 2.1.1 As part of a process of improvement in productivity and efficiency, discussion should take place to provide more flexible working arrangements, improvement in the quality of working life, enhancement of skills, training and job satisfaction and to encourage consultative mechanisms in the workplace.
- 2.1.2 The consultative processes established in accordance with this Award may provide an appropriate mechanism for consideration of matters relevant to clause 2.1. Union delegates at the place of work may be involved in such discussions.
- 2.1.3 Any proposed genuine agreement reached between the Institute and Employee/s is contingent upon the agreement being submitted to the Commission in accordance with the requirements of the Act and will have no force or effect until approval is given.

#### **2.2 Procedures to implement facilitative award provisions**

Wherever facilitative provisions appear in this Award which allow for determination of the conditions of employment by agreement between the Institute and the Union or the Institute and the majority of Employees affected, the following procedures will apply:

- 2.2.1 Facilitative Award provisions can be negotiated between the Institute and Employees who are directly affected by such proposals or between the Institute and the Union(s) depending upon the particular Award provisions.

- 2.2.2 Employees may be represented by their local Union delegate(s) and have the right to be represented by their local Union official(s).
- 2.2.3 Facilitative Award provisions can only be implemented by agreement.
- 2.2.4 In determining the outcome from facilitative provisions, neither party should unreasonably withhold agreement.
- 2.2.5 Agreement is defined as obtaining consent of more than 50% of Employees directly affected or of the Union(s), depending upon the particular Award provisions.
- 2.2.6 Where a provision refers to agreement by the majority of Employees affected, all Employees directly affected must be consulted as a group. Should the consultation process identify Employees with specific concerns which relate to either equity or occupational health and safety issues, such concerns may be catered for on an individual basis subject to operational requirements.
- 2.2.7 Any agreement reached must be documented and incorporate a review period.
- 2.2.8 Where the agreement relates to either the working of ordinary hours on other than a Monday to Friday basis, the introduction of shift work or change to the shift roster, the relevant Union(s) are to be notified in writing at least one week in advance of agreement being sought.

### **PART 3 - COMMUNICATION, CONSULTATION AND GRIEVANCE AND DISPUTE RESOLUTION**

#### **3.1 Communication and consultation**

The parties are committed to ongoing consultation on industrial issues through appropriate mechanisms and procedures, including a Joint Consultative Committee (JCC) which consists of representatives of the Institute and the relevant Unions.

#### **3.2 Grievance and dispute settling procedures**

- 3.2.1 This procedure applies to grievances or disputes arising over matters covered in this Award and industrial matters within the meaning of the Act, but excludes grievances relating to promotion and applications for re-employment. Where the grievance involves allegations of sexual harassment, an Employee may commence the procedure at clause 3.2.3(c). This procedure may apply to one or more Employees.
- 3.2.2 The objectives of this procedure are to:
- (a) promote the prompt resolution of Employee grievances or disputes by the provision of information and explanation, consultation, cooperation and negotiation, and
  - (b) minimise the level of disputation and promote efficiency, effectiveness and equity in the workplace.
- 3.2.3 In the event that an Employee has a grievance or dispute:
- (a) the matter is to be discussed by the Employee and/or the Employee's representative and immediate supervisor in the first instance. Where the dispute concerns alleged actions of the immediate supervisor, the Employee may bypass this stage in the procedure. The discussion should take place within 24 hours and this process should not exceed 7 days;
  - (b) if the matter is not resolved under clause 3.2.3(a), the Employee and/or the Employee's representative may refer it to the next line manager for discussion. Where possible, the discussion should take place within 24 hours and this process should not exceed 7 days;
  - (c) if the matter is not resolved under clause 3.2.3(b), or there is no level of management beyond that of the supervisor, concerned, it may be referred by the Employee and/or the Employee's representative to the Director or the Director's nominated representative. The Director's nominated representative must not be the Employee's supervisor or the manager referred to in clause 3.2.3. This process should not exceed 14 days;
  - (d) if the matter is not resolved under 3.2.3(c), then either party may refer it to the Commission in accordance with the provisions of the Act.
- 3.2.4 During this process, all reasonable steps will be taken to ensure that:
- (a) the Employee and/or the Employee's representative has the opportunity to present all aspects of the grievance or dispute; and
  - (b) the grievance or dispute is investigated in a thorough, fair and impartial manner.

- 3.2.5 While this procedure is being followed, normal work is to continue except in the case of a genuine safety issue.
- 3.2.6 The *status quo* existing before the emergence of a grievance or dispute is to continue whilst the procedure is being followed. No party will be prejudiced as to the final settlement by the continuation of work.
- 3.2.7 The parties may agree to amend the time frames specified above. If discussions to genuinely attempt to resolve the grievance or dispute are unreasonably delayed or hindered, either party may notify the Commission of a dispute in accordance with the provisions of the Act.
- 3.2.8 Where a grievance or dispute has not been resolved to the satisfaction of the parties under clause 3.2.3(c), it is to be referred to the Joint Consultative Committee (JCC) for consideration and possible resolution prior to referring it to the Commission if consistent with the JCC's terms of reference.

## **PART 4 - EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS**

### **4.1 Employment categories and contracts of employment**

Upon engagement, each Employee will be advised of their employment category and the duration of their engagement.

Employment categories are:

- (a) full-time,
- (b) part-time, and
- (c) casual.

Full-time and part-time Employees may be engaged on a permanent basis or for a fixed term.

### **4.2 Probationary employment**

- 4.2.1 The appointment of a full-time or part-time Employee is subject to the completion of a 3 month probation period. At the conclusion of the probation period the Director may either confirm the Employee's appointment or terminate the Employee's employment. When the decision is made to terminate the Employee's employment, the Employee is to be advised prior to or on the expiry date of the probation period.
- 4.2.2 The employment of a probationary Employee may be terminated at any time during the probation period.
- 4.2.3 Under certain circumstances, the length of the probation period may be amended by written agreement between the parties prior to the commencement of employment.

### **4.3 Full-time employment**

A full-time Employee is an Employee other than a casual or part-time Employee.

### **4.4 Part-time employment**

- 4.4.1 A part-time Employee is an Employee who works less than the normal weekly ordinary hours prescribed for a full-time Employee. A part-time Employee is entitled to the same Award entitlements as a full-time Employee performing the same work on a *pro rata* basis, calculated by reference to the time worked, unless specifically provided for by clause 4.4.
- 4.4.2 The Director, in consultation with Laboratory Heads, will determine the number of hours to be worked within a work cycle and after consultation with the Employee, will determine the distribution of those hours within the work cycle.
- 4.4.3 When a part-time Employee is authorised to work hours in addition to their normal rostered hours, but within ordinary hours as defined in clause 6.2, payment is to be made at the ordinary time rate. Any such additional time worked will be used to calculate the Employee's entitlement to all forms of paid leave. However, the Employee may agree to forego payment at ordinary time and be compensated by way of time off in lieu.
- 4.4.4 Where a part-time Employee is authorised to work additional hours, either outside the span of ordinary hours or in excess of the hours specified for a full-time Employee, the overtime provisions relevant to the Employee's classification will apply.

- 4.4.5 A part-time Employee is eligible for a salary increment as provided for by clause 5.5 upon completing the equivalent full-time service.
- 4.4.6 Where a public holiday falls on a day upon which a part-time Employee would usually work, and the Employee is not required to work the public holiday, the Employee will be paid their ordinary time rate of pay for the number of hours normally worked on that day.
- 4.4.7 Where an Employee and the Director agree, part-time employment may be converted to full-time, and vice-versa on a continuing basis or for a specified period of time. If an Employee transfers from full-time to part-time (or vice-versa), all accrued Award and legislative entitlements must be maintained. Following transfer to part-time employment, accrual will occur in accordance with the provisions relevant to part-time employment.

#### **4.5 Casual employment**

- 4.5.1 A casual Employee is an Employee engaged as such and paid on an hourly basis.
- 4.5.2 A casual Employee is paid for ordinary hours worked at the rate of 1/38 of the weekly rate prescribed for the class of work performed, plus a loading of 23%.
- 4.5.3 A casual must be engaged for a minimum period of 2 hours work or receive a minimum payment of 2 hours in respect to each engagement.
- 4.5.4 A casual Employee is entitled to the payment of overtime rates, weekend penalty rates, and payment for work performed on public holidays.
- 4.5.5 A casual Employee is entitled to payment of any applicable Award allowances in addition to the ordinary hourly rate prescribed. Such payment is *pro rata* and based on the number of hours worked in relation to the ordinary hours prescribed for the class of work performed.
- 4.5.6 A casual Employee may be entitled to long service leave and bereavement leave in accordance with the provisions of the Act as replaced or amended from time to time.
- 4.5.7 A casual Employee has no entitlement to any other leave provisions prescribed by this Award except when expressly provided for.
- 4.5.8 Each casual engagement will stand alone and a casual Employee may leave service or be discharged without notice.
- 4.5.9 A casual Employee who is subsequently appointed on a full-time or part-time basis, will be given recognition for the hours worked as a casual Employee when determining the level to which they are to be appointed to. Such recognition will occur only when the hours worked as a casual Employee were in a similarly classified position.

#### **4.6 Fixed term employment or employment for a specified period or task(s)**

- 4.6.1 A fixed term Employee means an Employee engaged for a specified period or task(s). Fixed term employment is limited to the following circumstances:
- (a) Research: Employees appointed to a classification within the Research or Scientific Streams set out in Schedule A.
  - (b) Externally funded work activity: Work activities funded from sources external to the Institute.
  - (c) Specific task or assignment: A definable work activity for which a time frame for completion can be estimated or for which a circumstance or contingency which determines its completion can be specified.
  - (d) Replacement Employee: An Employee engaged:
    - (i) as a replacement for an Employee on authorised leave, secondment or performing higher duties; or
    - (ii) to temporarily fill a vacant position during a recruitment process
  - (e) Pre-retirement contract: An appointment following an Employee's declaration of their intention to retire that expires upon a nominated retirement date.
  - (f) Student: Employment which is conditional upon the Employee's continued enrolment at an academic institution and which will expire when the person ceases to become a student either by graduation or discontinuing their enrolment.

- 4.6.2 Fixed term Employees appointed under clauses 4.6.1(a) and (b) will be engaged for a minimum of 3 years, or the duration of the relevant funding grant to the Institute which allowed for the engagement to be made, which ever is the shorter.
- 4.6.3 Fixed term Employees would not normally be engaged for less than 3 months.
- 4.6.4 The period and terms of employment will be agreed in writing before commencement and may be amended at anytime by agreement between the parties.
- 4.6.5 Fixed term appointments will be monitored to ensure that they are consistent with the requirements of clause 4.6.
- 4.6.6 Fixed term Employees are not eligible for severance pay provided for in clause 4.10 on the expiry of the employment contract.
- 4.6.7 The extension of a fixed term appointment or a second consecutive fixed term appointment on one occasion (ie 2 separate but consecutive engagements or one extension of a fixed term engagement) does not create an entitlement to termination, change or redundancy payments.
- 4.6.8 Where the Institute terminates the employment of a fixed term Employee before the expiry date of the employment contract on the grounds of redundancy, the Institute will pay the Employee 4 weeks' pay at the Employees current rate of pay for each incomplete year of the contract, or the relevant proportion for each partially incomplete year of the unexpired term of the contract. The Institute is not obliged to make these payments where the Employee concerned has their employment terminated for reasons relating to their performance, conduct or capacity. The severance payment mentioned in this paragraph will be in addition to the entitlements an Employee has to the period of notice prescribed in clause 4.8.
- 4.6.9 Clause 4.6 does not apply to casual or permanent Employees.

#### **4.7 Anti-discrimination**

- 4.7.1 It is the intention of the parties to this Award to prevent and eliminate discrimination, as defined by the *Anti-Discrimination Act 1991* and the *Industrial Relations Act 1999* as amended from time to time, which includes:
- (a) discrimination on the basis of sex, marital status, family responsibilities, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity and association with, or relation to, a person identified on the basis of the above attributes;
  - (b) sexual harassment; and
  - (c) racial and religious vilification.
- 4.7.2 Accordingly in fulfilling their obligations under the grievance and dispute settling procedures set out in clause 3.2, the parties to this Award must take reasonable steps to ensure that neither the Award provisions nor their operation are directly or indirectly discriminatory in their effects.
- 4.7.3 Under the *Anti-Discrimination Act 1991* it is unlawful to victimise an Employee because the Employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- 4.7.4 Nothing in this clause is to be taken to affect:
- (a) any different treatment (or treatment having different outcomes) which is specifically exempted under the *Anti-Discrimination Act 1991*;
  - (b) an Employee, the Institute or Union, pursuing matters of discrimination, including by application to the Human Rights and Equal Opportunity Commission/Anti-Discrimination Commission Queensland.

#### **4.8 Termination of employment**

##### *4.8.1 Statement of employment*

In the event that an Employee's employment is terminated, the Institute will provide a written statement specifying the period of employment and the classification or type of work performed by the Employee upon their request.

##### *4.8.2 Termination by employer*

- (a) In order to terminate the employment of an Employee the Institute will give the following notice:

Period of Continuous Service

Period of Notice

Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

The notice period will not be counted as annual leave or part thereof.

(b) In addition to the notice in clause 4.8.2(a) Employees over 45 years of age at the time of giving of notice and with not less than 2 years continuous service, will be entitled to an additional week's notice.

(c) Payment in lieu of notice will be made if the appropriate notice is not given:

Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

(d) In calculating any payment in lieu of notice the ordinary time rate of pay for the Employee concerned will be used.

(e) The period of notice in clause 4.8.2(a) will not apply in the case of dismissal for misconduct or other grounds that justified instant dismissal, or in the case of casual Employees or Employees engaged for a specific period of time or for a specific task (s). In such cases the Employee will be entitled to their salary and all holiday pay due up to the time of dismissal.

#### 4.8.3 *Termination by Employee*

The notice of termination required to be given by an Employee (other than a casual) is 2 weeks or 2 weeks' salary forfeited in lieu unless specified otherwise in the Employee's employment contract. If an Employee fails to give the minimum period of notice required, the Institute has the right to withhold monies due to the Employee up to a maximum amount equal to the ordinary time rate for the period of notice. The notice period cannot be counted as annual leave or part thereof.

Nothing will prevent the Employee and the Institute agreeing to a shorter notice period than that specified in this Award or the Employee's contract of employment.

#### 4.8.4 *Time off during notice period*

During the period of notice of termination given by the Institute, an Employee may be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. This time off may be taken at times that are convenient to the Employee after consultation with the Director.

### **4.9 Introduction of changes**

#### 4.9.1 *Employer's duty to notify*

(a) Where the Director has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on Employees, the Director will notify the Employees who may be affected by the proposed changes and their Union.

(b) "Significant effects" include:

- (i) termination of employment;
- (ii) major changes in the composition, operation or size of the Institute's workforce or in the skills required;
- (iii) the elimination or diminution of job opportunities or job tenure;
- (iv) the alteration of hours of work;
- (v) the need for retraining or transfer of Employees to other work or locations and the restructuring of jobs:

Provided that where this Award makes provision for alteration of any of the matters referred to herein an alteration will be deemed not to have significant effect.

#### 4.9.2 *Employer's duty to discuss change*

(a) The Director will discuss with the Employees affected and their Union, *inter alia*:

- (i) the introduction of the changes referred to;
- (ii) the effects the changes are likely to have on Employees; and
- (iii) measures to avert or mitigate the adverse effects of such changes on Employees.

- (b) The discussions will commence as early as practicable after a definite decision has been made by the Director to make the changes referred to in clause 4.9.1.
- (c) For the purpose of such discussion, the Director will provide in writing to the Employees concerned and their Union, all relevant information about the changes including:
  - (i) the nature of the changes proposed;
  - (ii) the expected effects of the changes on Employees; and
  - (iii) any other matters likely to affect Employees.
- (d) The Director is not required to disclose confidential information, the disclosure of which would be inimical to the Institute's interests.

## **4.10 Redundancy**

### *4.10.1 Discussions before terminations*

- (a) Where the Director has made a definite decision that the job the Employee has been doing is no longer to be done by anyone, and this is not due to the ordinary and customary turnover of labour, and that decision may lead to termination of employment, the Director will hold discussions with the Employees directly affected and, where relevant, their Union.
- (b) The discussions will take place as soon as it is practicable after the Director has made a definite decision which will invoke clause 4.10.1, and will cover *inter alia*:
  - (i) the reasons for the proposed terminations;
  - (ii) measures to avoid or minimise the terminations; and
  - (iii) measures to avert or mitigate the adverse effects of any terminations of the Employees concerned.
- (c) For the purpose of the discussion the Director will, as soon as practicable, provide in writing to the Employees concerned and their Union, all relevant information about the proposed terminations including:
  - (i) the reasons for the proposed terminations;
  - (ii) the number and categories of Employees likely to be affected;
  - (iii) the number of workers normally employed; and
  - (iv) the period over which the terminations are likely to be carried out.
- (d) The Director is not required to disclose confidential information, the disclosure of which would be inimical to the Institute's interests.

### *4.10.2 Transfer to lower paid duties*

Where an Employee is transferred to other duties for reasons set out in clause 4.10.1, the Employee is entitled to the same period of notice of transfer as they would have been entitled to under clause 4.8.2 if the employment had been terminated. At the Director's option, the Institute may make payment in lieu thereof of an amount equal to the difference between the former ordinary time rate of pay and the new lower ordinary time rate of pay for the number of weeks of notice still owing.

### *4.10.3 Time off during notice period*

- (a) Where a decision has been made to terminate an Employee in the circumstances outlined in clause 4.10.1, the Employee is allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee may be asked to produce proof of attendance at an interview before payment for the time absent is made. For this purpose a statutory declaration will be sufficient.

### *4.10.4 Notice to Centrelink*

Where a decision has been made to terminate Employees in the circumstances outlined in clause 4.10.1 the Institute will notify Centrelink as soon as possible giving relevant information including a written statement of the reasons for the terminations, the number and categories of the Employees likely to be affected and the period over which the terminations are intended to be carried out.

### *4.10.5 Severance pay*

In addition to the period of notice prescribed for termination in clause 4.8.2, and subject to further order of the Commission, an Employee whose employment is terminated for reasons set out in clause 4.10.1 is entitled to the following amounts of severance pay:

Period of Continuous Service	Severance Pay
1 year or less	nil
1 year and up to the completion of 2 years	4 weeks' pay
2 years and up to the completion of 3 years	6 weeks' pay
3 years and up to the completion of 4 years	7 weeks' pay
4 years and over	8 weeks' pay

"Weeks' pay" means the ordinary time rate of pay for the Employee concerned.

#### 4.10.6 *Superannuation benefits*

Subject to further order of the Commission, where an Employee who is terminated receives a benefit from a superannuation scheme, such Employee will only receive under clause 4.10.5 the difference between the severance pay specified in that clause and the amount of the superannuation benefit such Employee receives which is attributable to employer contributions only. If this superannuation benefit is greater than the amount due under clause 4.10.5 then the Employee will receive no payment under that clause.

#### 4.10.7 *Employee leaving during notice*

An Employee whose employment is terminated for reasons set out in clause 4.10.1 may terminate such employment during the period of notice specified in clause 4.8.2, and, if so, will be entitled to the same benefits and payments under clause 4.10 had they remained with the Institute until the expiry of such notice. However, in such circumstances the Employee will not be entitled to payment in lieu of notice.

#### 4.10.8 *Alternative employment*

In a particular case, the Institute may make application to the Commission to have the general severance pay prescription amended if the Institute obtains acceptable alternative employment for the Employee.

#### 4.10.9 *Employees with less than one year's service*

Clause 4.10 will not apply to Employees with less than one year's continuous service. The Director will advise such Employees of the impending redundancy at the first reasonable opportunity and will take reasonable steps to find those Employees suitable alternative employment.

#### 4.10.10 *Employees exempted*

Clause 4.10 will not apply:

- (a) where employment is terminated as a consequence of misconduct on the part of the Employee;
- (b) to Employees engaged for a specific period of time or for a specific task (s);
- (c) to Employees with less than one year's continuous service; or
- (d) to casual Employees.

#### 4.10.11 *Incapacity to pay*

In a particular redundancy case, the Director may make application to the Commission to have the general severance pay prescription varied on the basis of the Institute's incapacity to pay.

## **PART 5 - WAGES AND WAGE RELATED MATTERS**

### **5.1 Wage rates**

5.1.1 The rates of pay in this Award are intended to include the arbitrated wage adjustment payable under the 1 September 2009 Declaration of General Ruling and earlier Safety Net Adjustments and arbitrated wage adjustments. This arbitrated wage adjustment may be offset against any equivalent amount in rates of pay received by employees whose wages and conditions of employment are regulated by this Award which are above the wage rates prescribed in the Award. Such payments include wages payable pursuant to certified agreements, currently operating enterprise flexibility agreements, Queensland workplace agreements, award amendments to give effect to enterprise agreements and overaward arrangements. Absorption which is contrary to the terms of an agreement is not required.

Increases made under previous State Wage Cases or under the current Statement of Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated wage adjustments.

- 5.1.2 The minimum salaries and allowances payable to Employees covered by this Award are set out in Schedule B. The salary rates represent the minimum amount to be paid an Employee, except where an Employee elects to package a component of the specified salary under a salary packaging scheme approved by the Institute.

Salaries and allowances are expressed as fortnightly rates unless specified otherwise.

- 5.1.3 An Employee who attains the age of 21 years will not receive less than the specific age 21 salary as indicated within the various streams.

## **5.2 Payment of Wages**

Wages will be paid fortnightly and may, at the discretion of the Director, be paid by electronic funds transfer.

## **5.3 Classifications**

- 5.3.1 Employees covered by this Award will be classified according to the streams and classification levels set out in Schedule A and remunerated accordingly. The generic level statements set out in Schedule A will be used in conjunction with the Institute's processes for job classification and appointment and promotion of research staff to determine the classifications for general, scientific and research staff.
- 5.3.2 The Director may require an Employee to undertake the responsibilities of another position at the same classification level on a temporary or permanent basis, so long as the Employee is competent to perform them.
- 5.3.3 An Employee may be required to perform duties that are reasonably required by the Institute so long as they are consistent with the Employee's classification and the Employee is competent to perform them.
- 5.3.4 An external applicant (that is an applicant who is not a current Employee) who is appointed to a position may commence at any pay point within the applicable classification level based on recognition of skills, knowledge and abilities.
- 5.3.5 The generic level statements set out in Schedule A may be amended by agreement to accommodate changes in industry requirements or the Institute's classification policies and procedures.

## **5.4 Movement between classification levels**

- 5.4.1 Movement between classification levels may only occur through:

- (a) the promotion process for research staff;
- (b) the reclassification process for general and scientific staff positions; or
- (c) appointment to a different position classified at a different level.

- 5.4.2 An Employee will be paid at the first pay point of the higher classification level if they are promoted to a higher classification level within the same stream, or if their position is reclassified at a higher level.

## **5.5 Incremental progression within classification levels**

- 5.5.1 Employees are entitled to progress through the salary increments within the appropriate classification level subject to the following:

- (a) in the case of a full-time Employee, the Employee has been on the same pay point for 12 months; or
- (b) in the case of a part-time Employee, the Employee has been on the same pay point for the equivalent of 12 months' full-time service; and
- (c) the Employee's performance has been assessed as satisfactory; and
- (d) any performance objectives certified by the Institute have been achieved.

- 5.5.2 Clause 5.5.1 will not apply in the case of an Employee who is paid the prescribed basic salary on attaining the age of 21 years.

- 5.5.3 The following periods of leave will be recognised for salary increment purposes for non casual Employees:

- (a) first month of unpaid maternity leave for Employees entitled to paid maternity leave ;
- (b) first 3 months of unpaid maternity leave for Employees not entitled to paid maternity leave (ie with less than 12 months' qualifying service);
- (c) first month of unpaid paternity and adoption leave;

- (d) first 3 months of continuous sick leave without pay;
- (e) first 3 months of continuous leave on Workers' Compensation; and
- (f) first month of special leave without pay.

5.5.4 When an Employee is absent for periods longer than those specified in clause 5.5.3, any review and consequent increment will be delayed for an equivalent period.

## **5.6 Performance of higher duties**

5.6.1 An Employee who is directed to temporarily fill a position at a higher classification level in the same stream will be paid a higher duties allowance at the first pay point of the classification level of that position.

5.6.2 Payment of higher duties will only occur where a person undertakes at least 75% of the responsibilities and duties of the higher position for 5 or more consecutive days.

5.6.3 An Employee who is directed to temporarily fill a position at a classification level in a different stream will be paid a higher duties allowance either:

- (a) at the first pay point of the classification level of that position, or
- (b) at the next highest pay point above their current pay point within the classification level of the position temporarily being filled;

whichever is the higher.

5.6.4 An Employee is entitled to increment to the next pay point within the classification level of the position being temporarily filled, subject to the provisions of clause 5.5 and providing the principles of merit selection have been applied.

5.6.5 For the purposes of determining whether the minimum period of 5 days has been worked, leave taken by an Employee after having assumed the duties of the higher classification will be counted as forming part of the 5 day period if the leave taken is:

- (a) leave on full salary; or
- (b) special leave without salary granted to enable the Employee to claim worker's compensation; or
- (c) sick leave without salary; and
- (d) immediately upon return from leave the Employee resumes duty in the higher classified position.

5.6.6 Subject to clause 5.6.5 higher duties allowance will not be paid in respect to any leave, except authorised absences to sit for examinations or authorised absences of less than one day to attend lectures, taken during the period for which an Employee has assumed higher duties.

Where an Employee takes leave on full pay after they have assumed the higher duties for a period of 12 months, immediately preceding the leave period, such leave will be paid at the rate applicable to the higher position.

## **5.7 Superannuation**

5.7.1 On commencement of employment, the Institute will contribute to the QSuper Accumulation Plan for each Employee a sum in accordance with the provisions of the Superannuation Guarantee Charge (SGC).

5.7.2 Further, after one year's continuous service and subject to grant funding conditions (some grants do not provide for greater than SGC superannuation payments), Employees will be eligible to join the QSuper Defined Benefit Plan. The Institute will advise Employees of that option at the completion of 12 months' continuous service.

5.7.3 The Institute will contribute amounts calculated by the percentages prescribed by the rules and regulations of the schemes of the annual salary payable to the Employee (or a higher percentage if agreed between the Council and Employee).

5.7.4 By agreement between an Employee and Council, superannuation contributions of no less than the Superannuation Guarantee Charge can be paid into an approved fund other than the Accumulation or Defined Benefit schemes referred to in clause 5.7.

## **PART 6 - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK, WEEKEND WORK**

### **6.1 Spread of hours**

The spread of hours for Employees covered by this Award are 6.00am to 6.00pm Monday to Friday.

### **6.2 Hours of work**

Ordinary hours of work are to be worked continuously except for meal breaks.

#### 6.2.1 *Administrative, Technical, Professional or Operational Employees*

- (a) The ordinary hours of work for administrative, technical, professional or operational Employees covered by this Award will be 38 hours per week worked over 5 consecutive days Monday to Friday.
- (b) Full-time Employees may be eligible to work under a flexible work scheme as defined by the Institute's policy from time to time.

#### 6.2.2 *Scientific Officers, Scientific Technical Officers and Research Assistants*

- (a) The ordinary hours of work for scientific officers, scientific technical officers and research assistants covered by this Award will be an average of 38 hours per week worked over 5 consecutive days Monday to Friday.
- (b) Full-time Employees may be eligible to work under a flexible work scheme as defined by the Institute's policy from time to time.

#### 6.2.3 *Research Employees other than Research Assistants*

The ordinary hours of work for research staff covered by this Award, other than research assistants, will be an average of 38 hours per week.

### **6.3 Meal breaks**

Employees are entitled to an unpaid meal break of at least 30 minutes between the 4th and 6th hour of work on any one day.

### **6.4 Rest pauses**

6.4.1 Employees are entitled to the following paid rest pause (s):

- (a) a total of 10 minutes for an Employee who works for more than 3 consecutive hours but less than 6 ordinary hours in any day
- (b) a total of 20 minutes for an Employee who works at least 6 ordinary hours in any one day.

6.4.2 Employees are entitled to a paid rest pause of 10 minutes duration in the first and second half of the working day.

6.4.3 Rest pauses are to be taken so that they do not interfere with continuity of work where continuity is necessary.

6.4.4 By mutual agreement, Employees may take one break of 20 minutes duration at a time which is operationally convenient.

### **6.5 Overtime**

#### 6.5.1 *Paid overtime*

- (a) Paid overtime only applies to eligible Employees for approved work performed in excess of 38 hours per working week or outside of the spread of ordinary hours. Eligible Employees are those classified as follows:
  - Administrative Officer level 5 pay point 4 or below;
  - Professional Officer level 3 pay point 4 or below;
  - Technical Officer level 4 pay point 3 or below; or
  - Operational Officer level 7 pay point 3 or below.
- (b) Overtime is to be paid at time and one-half for the first 3 hours and double time thereafter for work performed on any one day.
- (c) Overtime worked on a Sunday is to be paid at double time
- (d) Overtime worked on a public holiday, or day in lieu of a public holiday, is to be paid at double time and one-half.
- (e) The minimum payment for overtime worked on a weekend or public holiday is 3 hours regardless of actual number of hours worked.

- (f) Employees whose classification levels are above the classification levels specified in clause 5.6.1(a) are not entitled to paid overtime.
- (g) Scientific officers, scientific technical officers and research staff are not entitled to paid overtime.
- (h) Employees are expected to work reasonable overtime when necessary in the opinion of the Director, but 24 hours' notice will be given, where practicable, to an Employee required to work overtime.

#### 6.5.2 *Time off in lieu of overtime*

- (a) By mutual agreement, Employees may be granted time off in lieu of overtime, at time for time, in place of paid overtime or a combination of time off in lieu and paid overtime.
- (b) Employees who work approved overtime (work performed in excess of 38 hours, outside the spread of hours or on public holidays), but who are not entitled to paid overtime, are entitled to time off in lieu of overtime.
- (c) Time of in lieu is to be taken at a time that is mutually convenient to the Employee and the work unit and must be authorised by the Employee's Supervisor or Laboratory Head prior to the leave being taken. A Supervisor or Laboratory Head is expected to approve the taking of time off in lieu except where the approval of such leave would unreasonably interfere with the operation of the work unit.

### **PART 7 - LEAVE OF ABSENCE AND PUBLIC HOLIDAYS**

#### **7.1 Annual leave**

- 7.1.1 Every Employee (other than a casual Employee) is entitled to 20 working days (152 hours for a full-time Employee) of annual leave on full pay at the end of each year of their employment.
- 7.1.2 Payment for annual leave is based on the Employee's ordinary wage rate plus a loading of 17 1/2%.
- 7.1.3 Untaken annual leave accumulates, however the total accumulated leave balance is not to exceed 2 years accrued entitlement (ie 40 days). Accumulated annual leave in excess of the 40 days will be converted to undrawn sick leave which is available to be taken as paid sick leave.
- 7.1.4 Written notice for the taking of annual leave will be submitted to the Laboratory Head and leave is to be taken at a mutually convenient time.
- 7.1.5 Any period of annual leave is exclusive of any public holiday that may occur during the period of annual leave.
- 7.1.6 Upon termination of employment, an Employee who has not used all of their annual leave entitlements will receive payment in lieu of any untaken annual leave. If an Employee has been employed for less than a year, the Employee is entitled to payment on a *pro rata* basis.
- 7.1.7 Notwithstanding clause 7.1.6, Employees whose employment is funded by grants must take their full annual leave entitlement during the term of the grant, unless otherwise agreed by the Institute.

#### **7.2 Additional days leave in the Christmas to New Year period**

- 7.2.1 During the Christmas to New Year period, the Institute will grant one day's leave on full pay to all Employees (other than casuals). This leave is in addition to annual and other leave entitlements.
- 7.2.2 If it is not operationally viable for an Employee to take this additional day's leave during the Christmas to New Year period, such day may, with the approval of the Director, be deferred and taken at a mutually agreed time within the following 6 months.
- 7.2.3 If the additional day is not taken within the 6 month period such day is forfeited. That is, the day will be lost and no payment will be made for the day.

#### **7.3 Sick leave**

- 7.3.1 Every Employee (other than a casual Employee) is entitled to 10 working days (76 hours for a full-time Employee) paid sick leave for each completed year of service, with a proportional amount to be accrued for an incomplete year of service. Sick leave entitlements are cumulative.
- 7.3.2 Part-time Employees are entitled to paid sick leave on a *pro rata* basis.

- 7.3.3 Payment for sick leave is made for the number of hours the Employee would have worked had they not been absent on sick leave.
- 7.3.4 A medical certificate, stating the expected duration of absence, will be required for each absence of 3 or more days.
- 7.3.5 Notwithstanding clause 7.3.4, the Director may require an Employee to provide a medical certificate for each absence, irrespective of duration, provided that the Director advises the Employee in writing that a certificate is required for all absences.

#### **7.4 Bereavement leave**

- 7.4.1 An Employee (other than a casual Employee) on the death of a member of their immediate family or household in Australia is entitled to paid bereavement leave up to and including the day of the funeral of that person, providing satisfactory proof is furnished. Such leave will be without deduction of pay for a period not exceeding the number of hours worked by the Employee in 2 ordinary days of work.
- 7.4.2 An Employee (other than a casual) on the a death of a member of their immediate family or household outside Australia is entitled to paid bereavement leave of up to 3 days for the purposes of attending the funeral of that person, providing satisfactory proof is furnished and where the Employee travels outside of Australia to attend the funeral.
- 7.4.3 A long term casual Employee is entitled to at least 2 days unpaid bereavement leave on the death of a member of their immediate family or household in Australia. For the purposes of clause 7.4.3, a long term casual Employee is a casual Employee engaged on a regular and systematic basis for several periods of employment during a period of at least one year prior to the Employee seeking to access an entitlement for bereavement leave.
- 7.4.4 For the purposes of clause 7.4, immediate family includes:
- (a) a spouse (including a former spouse, a de facto spouse and a former de facto spouse, spouse of the same sex) of the Employee; and
  - (b) a child or adult child (including an adopted child, a foster child, an ex-foster child, a stepchild or an ex-nuptial child), parent, grandparent, grandchild, or sibling of the Employee or spouse of the Employee.
- 7.4.5 Notwithstanding the above, the Director has the discretion to grant unpaid leave when the bereavement leave entitlement provided for above is insufficient.
- 7.4.6 Notwithstanding the above, the Director has the discretion to grant paid bereavement leave for persons not provided for in clause 7.4.

#### **7.5 Long service leave**

The provisions of the *Public Service Act 1996* (and the directives issued pursuant to it) as replaced or amended from time to time will apply with respect to long service leave.

#### **7.6 Family leave**

- 7.6.1 The provisions of the *Family Leave Award - Queensland Public Sector* apply and are deemed to form part of this Award, with the following amendments:
- (a) to be entitled to this leave, Employees must have at least 12 months' continuous service with Institute at the time of commencement of the leave;
  - (b) full-time and part-time female Employees are entitled to paid maternity leave of 12 weeks, such payment to be made over a 12 week period upon the staff member returning to work; and
  - (c) full-time and part-time male Employees are entitled to paid paternity leave of one week, such payment to be made upon the staff member returning to work; and
- 7.6.2 An Employee is not entitled to parental leave for any period after the date of expiry of their current appointment.
- 7.6.3 If the Employee is unable to return to work because funding for their project ceases and/or the position becomes redundant, the maternity leave will be paid upon termination of employment. If termination of employment occurs within the first 6 weeks of maternity leave, the Employee will receive *pro rata* payment for the maternity leave taken during the period of employment.
- 7.6.4 The *Family Leave Award - Queensland Public Sector* contains provisions relating to:

- (a) Parental leave
- (b) Adoption leave
- (c) Special responsibility leave

7.6.5 A copy of the *Family Leave Award - Queensland Public Sector* will be displayed in accordance with section 697 of the Act.

## **7.7 Public holidays**

7.7.1 All work done by an Employee on the following public holidays or any day appointed under the *Holidays Act 1983*, to be kept in place of any of the listed holidays, will be paid for at overtime rates specified in clause 6.5:

- Good Friday;
- Christmas Day;
- the twenty-fifth day of April (Anzac Day);
- the first day of January;
- the twenty-sixth day of January;
- Easter Saturday (the day after Good Friday);
- Easter Monday;
- the Birthday of the Sovereign; and
- Boxing Day.

### *7.7.2 Labour Day*

All Employees (other than casual Employees) covered by this Award will be entitled to be paid a full days' wage for Labour Day (the first Monday in May or other day appointed under the *Holidays Act 1983*, to be kept in place of that holiday), irrespective of the fact that no work may be performed on that day.

Where an Employee actually works on Labour Day, the Employee will be paid in addition, a payment for the time actually worked between the normal starting and finishing times at one and a-half times the ordinary rate prescribed for the work with a minimum of 4 hours.

If an Employee is subsequently required to work on the substituted day, the Employee will be paid the rate applicable for the holiday that has been substituted.

### *7.7.3 Annual Show*

All work done by Employees in a district specified from time to time by the Minister by notification published in the Gazette on the day appointed under the *Holidays Act 1983*, to be kept as a holiday in relation to the annual agricultural, horticultural or industrial show held at the principal city or town, will be paid for at double and one half times the Employee's ordinary rate with a minimum payment of 4 hours. No Employee will be entitled to receive payment in accordance with clause 7.7.3 for work performed on such a day on more than one occasion in each calendar year.

7.7.4 Time off in lieu of overtime applies, it is to be taken at a time mutually convenient to the Employee and the work unit and must be authorised by the Employee's Supervisor or Laboratory Head. A Supervisor or Laboratory Head is expected to approve the taking of time off in lieu except where the approval of such leave would unreasonably interfere with the operation of the work unit.

## **7.8 Jury service**

- (a) An employee, other than a casual employee, required to attend for jury service during their ordinary working hours shall be reimbursed by the employer an amount equal to the difference between the amount paid in respect of their attendance for such jury service and the ordinary pay the employee would have been paid if the employee was not absent on jury service.
- (b) Alternatively, by agreement, fees (other than meal allowance) received by the employee to attend jury service will be paid to the employer and the employer will continue to pay the employee their ordinary pay for the time the employee was absent on jury service.
- (c) Employees shall notify their employer as soon as practicable of the date upon which they are required to attend for jury service and shall provide their employer with proof of such attendance, the duration of such attendance and the amount received in respect thereof.
- (d) If the employee is not required to serve on a jury for a day or part of a day after attending for jury service and the employee would ordinarily be working for all or part of the remaining day, the employee must, if practicable, present for work at the earliest reasonable opportunity.

- (e) "Ordinary pay" means the rate of pay that an employee would normally expect to receive for working ordinary hours on an ordinary day of the week, including any over-award payment. "Ordinary pay" excludes overtime, penalty rates of all types - including those attaching to working ordinary hours (for example) on a Saturday, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and other ancillary payments of a like nature.

## **PART 8 - TRANSFERS, TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK**

No provisions inserted in this Award relevant to this Part.

## **PART 9 - TRAINING AND RELATED MATTERS**

### **9.1 Commitment to learning and development**

The parties to this Award recognise that in order to increase efficiency and productivity a greater commitment to learning and development is required.

Accordingly, the parties commit themselves to developing a more highly skilled and flexible workforce and providing Employees with career opportunities through appropriate learning and development activities to acquire additional skills and knowledge for performance of their duties.

## **PART 10 - OCCUPATIONAL HEALTH AND SAFETY MATTERS, EQUIPMENT, TOOLS AND AMENITIES**

### **10.1 Responsibility**

At all times a copy or copies of the *Workplace Health and Safety Act* and Regulations will be available on site. Both the Institute and Employees will cooperate to promote a safe and healthy work environment and adopt safe work practices in accordance with the legislation.

### **10.2 Accident or sickness**

If Employees are injured seriously or fall seriously ill at their work, the Institute will provide means of getting them to the nearest hospital free of cost to the Employee.

### **10.3 Work safety**

First aid kits will be provided by the Institute on all sites and maintained to a standard in accordance with the Workplace Health and Safety Regulations. Personal protective clothing and equipment will be supplied where appropriate by the Institute in accordance with the Regulations.

## **PART 11 - AWARD COMPLIANCE AND UNION RELATED MATTERS**

### **11.1 Right of Entry**

This clause replicates legislative provisions contained within the *Industrial Relations Act 1999*. To ensure the currency of existing legal requirements reference to sections 372 and 373 of that Act as amended from time to time is required.

#### *11.1.1 Authorised industrial officer*

An authorised industrial officer ("officer") is any Union official holding a current authority issued by the Industrial Registrar.

Right of entry is limited to workplaces where the work performed falls within the registered coverage of that particular organisation.

#### *11.1.2 Entry Procedure*

- (a) The officer is entitled to enter the workplace during normal business hours as long as:
  - (i) the officer alerts the Director or other person in charge of the workplace to their presence; and
  - (ii) shows their authorisation upon request.
- (b) Clause 11.1.3 (a)(i) does not apply if the officer establishes that the Director or other person in charge is absent.
- (c) A person must not obstruct or hinder any officer exercising their right of entry.

- (d) If the officer intentionally disregards a condition of these entry procedures, the officer may be treated as a trespasser.

#### 11.1.3 *Inspection of records*

- (a) An officer is entitled to inspect the time and wages record required to be kept in accordance with the *Industrial Relations Act 1999*.
- (b) An officer is entitled to inspect such time and wages records of any former or current Employee except if the Employee:
  - (i) is ineligible to become a member of the officer's organisation; or
  - (ii) has made a written request to the Director that they do not want their record inspected.
- (c) The officer may make a copy of the record, but cannot require any help from the Director.
- (d) A person must not coerce an Employee or prospective Employee into consenting, or refusing to consent, to the inspection of their records by an officer.

#### 11.1.4 *Discussions with Employees*

An officer is entitled to discuss with the Director, or a member or Employee eligible to become a member of the officer's organisation:

- (a) matters under the *Industrial Relations Act 1999* during working or non-working time; and
- (b) any other matter during non-working time.

#### 11.1.5 *Conduct*

In exercising a right of entry an officer must not unreasonably interfere with the performance of work.

### **11.2 Time and wages records**

This clause replicates legislative provisions contained within the *Industrial Relations Act 1999*. To ensure the currency of existing legal requirements reference to sections 366 and 373 of that Act as amended from time to time is required.

11.2.1 The Institute will keep at the place of work in Queensland, a time and wages record that contains the following particulars for each pay period for each Employee, including apprentices and trainees:

- (a) the Employee's Award classification; and
- (b) the name of the Award under which the Employee is working; and
- (c) the number of hours worked by the Employee during each day and week, the times at which the Employee started and stopped work, and details of work breaks including meal breaks; and
- (d) a weekly, daily or hourly wage rate - details of the wage rate for each week, day, or hour at which the Employee is paid; or
- (e) the gross and net wages paid to the Employee;
- (f) details of any deductions made from the wages; and
- (g) contributions made by the Institute to a superannuation fund

The time and wages record must also contain:

- (a) the Employee's full name and address;
- (b) the employer's full name;
- (c) the Employee's date of birth;
- (d) details of sick leave credited or approved, and sick leave payments to the Employee;
- (e) the date when the Employee became an Employee of the Institute;
- (f) if appropriate, the date when the Employee stopped employment with the Institute;
- (g) a casual Employee's entitlement to long service leave (if any) worked by the Employee since the start of the period to which the entitlement relates, calculated to and including 30 June in each year.

11.2.2 The record will be kept for 6 years.

11.2.3 The records will be open to inspection during the Institute's business hours by:

- (a) an inspector of the Department of Industrial Relations, in accordance with section 371 of the *Industrial Relations Act 1999*; or

(b) an authorised industrial officer in accordance with sections 372 and 373 or the *Industrial Relations Act 1999*.

11.2.4 The Director may specifically exempt those Employees who have been, or are a class of office from a system for recording starting and finishing times, meal breaks and absences from duty.

### **11.3 Posting of Award**

A copy of this Award will be available, in a central location on each floor of the Institute building and at any other location where the Institute has Employees. Additionally, a copy will be posted on the Institute intranet.

### **11.4 Union delegates**

11.4.1 The Institute acknowledges the constructive role democratically elected Union delegates undertake in the workplace in relation to Union activities that support and assist members. That role will be formally recognised, accepted and supported.

11.4.2 Employees will be given full access to Union delegates during working hours to discuss any employment matter or seek Union advice, provided that service delivery is not disrupted and work requirements are not unduly affected.

11.4.3 Where service delivery and work requirements are not unduly affected, delegates will be provided convenient access to facilities for the purpose of undertaking Union activities. Such facilities include: telephones, computers, e-mail, photocopiers, facsimile machines, storage facilities, meeting rooms and notice boards. It is expected that management and Union delegates will take a reasonable approach to the responsible use of such facilities for information and communication purposes.

11.4.4 Subject to the relevant Employee's written approval and any confidentiality provisions, Union delegates may request access to documents and policies related to a member's employment.

### **11.5 Industrial relations education leave**

11.5.1 Industrial relations education leave is time off to acquire knowledge and competencies in industrial relations. Such knowledge and competencies can allow Employees to effectively participate in consultative structures, perform a representative role and further the effective operation of grievance and dispute settlement procedures.

11.5.2 Permanent Employees may be granted up to 5 working days (or the equivalent hours) paid leave (non-cumulative) per calendar year to attend industrial relations education sessions, approved by the Director.

11.5.3 Additional paid leave, over and above 5 working days non-cumulative (or the equivalent hours) in any one calendar year may be granted where approved structured Employees' training courses involve more than 5 working days (or the equivalent). Such leave will be subject to consultation between the Director, the relevant Union and the Employee.

11.5.4 Upon request and subject to approval by the Director, permanent Employees may be granted paid leave in special circumstances to attend Management Committee Meetings, Union Conferences and ACTU Congress.

11.5.5 The granting of industrial relations education leave or any additional leave should not impact adversely on service delivery, work requirements or the effectiveness and efficiency of the Institute or the work unit concerned. At the same time such leave will not be unreasonably refused.

11.5.6 At the discretion of the Director, Employees may be granted special leave without pay to undertake work with their Union.

11.5.7 Clause 11.5 does not apply to fixed term or casual Employees.

### **11.6 Union encouragement**

The Institute recognises the right of individuals to join a Union and will encourage that membership. However, it also recognises that Union membership remains at the discretion of individuals.

An application for Union membership and information on the relevant Union will be provided to all Employees at the point of engagement.

Information on the relevant Union will be included in induction materials.

Union representative(s) will be provided with the opportunity to discuss Union membership with new Employees.

Where requested by Unions party to this Award the Institute will provide payroll deduction facilities for Union subscriptions.

Dated 20 January 2003.

By the Commission,  
[L.S.] E. EWALD,  
Industrial Registrar.

Operative Date: 20 January 2003

## **SCHEDULE A - GENERIC LEVEL STATEMENTS**

### **ADMINISTRATIVE STREAM**

The Administration Stream comprises those Employees, the duties of which apply to the functional areas identified herein, the incumbents of which are required to possess a range of skills appropriate to the stream.

Such functional areas include Institute administration, human resource management, finance, customer service, development and implementation of policy, information and advisory services.

### **GENERIC LEVEL STATEMENTS**

#### **Administrative Service Officer Level 1**

##### ***Work Level Description (AO1)***

Work at this level usually involves a combination of keyboard, clerical and other duties requiring the application of basic office skills and routines.

##### ***Characteristics of the Work***

Work is usually performed under close direction using established routines, methods and procedures with little scope for deviating from these.

Problems can usually be solved by reference to procedures, well documented methods and instructions. Initially direct guidance is given when problems arise. Ready access to advice and assistance is available.

The work may involve giving technical and procedural advice to other staff (for example relating to the operation of office equipment used in the work area). It may require the acquisition of knowledge and specific procedures, instructions, regulations or other requirements relating to general administration (e.g. human resource or finance operations) and/or specific Institute programs and activities.

Work at this level does not include supervisory responsibilities although more experienced staff may assist new staff by providing guidance and advice.

As individual Employees develop more experience and knowledge they will be required to exercise greater judgement and make decisions in their allocated duties, although these will be confined by instructions, established practices and procedures of written guidelines.

##### ***Duties and Skills***

Work at this level may progressively involve an Employee in a range of activities requiring the use of written and numeric skills, clerical skills, written and verbal communication, equipment skills (e.g. keyboard) and other work skills appropriate to the discipline. These skills should be readily transferable between organisations.

Entry to this level is either by commencement of a traineeship or through selection based on standardised vocational testing.

#### **Administrative Service Officer Level 2**

##### ***Work Level Description (AO2)***

Work at this level usually encompasses a range or combination of administrative activities and operations which require the application of skills and experience in administrative/clerical work and a general knowledge of the work to be performed.

The work will involve achieving clearly defined and established outcomes and/or basic problem solving within guidelines and contributing knowledge or skills or information specific to the work of the Institute.

### ***Characteristics of the Work***

Work is usually performed under close supervision and may involve undertaking a range of duties requiring judgement, liaison and communication within the Institute and with other interested parties.

The solution of problems may require the exercising of basic judgement, although knowledge required to perform work is usually related to precedents, guidelines, procedures, regulations and instructions and from senior staff. It may require some knowledge and application of specific procedures, instructions, regulations or other requirements relating to general administration and activities.

Work at this level does not include supervisory responsibilities although more experienced staff may assist new staff by providing guidance and advice.

### ***Duties and Skills***

Knowledge required to perform work is usually related to guidelines, instructions and procedures relevant to the function of the level.

Familiarity with the functions of related work areas and of relationships between organisational elements may be required.

At this level, basic resolution of problems by reference to established procedures may be required.

Work at this level may involve an Employee in a range of activities requiring the use of written and numeric skills, clerical skills, written and verbal communication, equipment skills (e.g. keyboard) and other work skills appropriate to the discipline. These skills should be readily transferable between organisations.

The minimum skills required for entry to this level are as defined in the traineeship curriculum or through standardised vocational testing.

### **Administrative Service Officer Level 3**

#### ***Work Level Description (AO3)***

Work at this level usually requires relevant experience combined with a broad knowledge of the Institute's functions and activities and a sound knowledge of the major activity performed within the work area. The work may include preparing preliminary reports, papers and correspondence which usually relate to a specific organisational function or discipline, providing or interpreting information for clients or other interested parties and general administrative support to senior officers.

Supervisory responsibilities may involve some complex operational work and may involve assisting with, or reviewing the work undertaken by, subordinates or team members.

Scope exists for exercising initiative in the application of established work practices and procedures although this level may require expertise to resolve issues within a day-to-day environment for which there may not be clearly established procedures.

Effective judgement and work organisation skills are required which have been acquired through previous experience, demonstrated capacity or post secondary education or partial completion of the same.

### ***Characteristics of the Work***

Work is usually performed under general direction and may involve preparing papers, briefing notes, correspondence or other written material.

Decisions made or delegations exercised at this level may have an impact on the Institute's operations, but are normally of limited procedural or administrative importance.

Work at this level may include responsibility for training, involvement in working with staff to develop work performance, planning and co-ordinating tasks and work flow.

### ***Duties and Skills***

Work at this level requires a sound knowledge of the activities usually performed within the work area and their impact upon the activities of other organisations.

Supervisory responsibilities include on-the-job training and staff assessment and performance counselling in relation to the work area. This level usually requires the application of human resource related functions such as orientation of

staff, staff attendance and recommendation of leave arrangements, written and verbal communication, interpretation and liaison skills to solve basic problems together with interpersonal skills to deal with non-routine matters and analytical abilities appropriate to the work area.

#### **Administrative Service Officer Level 4**

##### ***Work Level Description (AO4)***

Work at this level is usually performed in relation to established priorities, task methodology and work practices to achieve results in line with the corporate goals of the Institute.

The work may include preparing papers and reports, drafting complex correspondence for senior officers, undertaking activities of a specialist or detailed nature, assisting in the preparation of procedural guidelines, providing, interpreting and analysing information for clients or other interested parties, exercising specific process responsibilities, and overseeing and co-ordinating the work of subordinate staff.

Work at this level includes supervision of a work group small work area or office within the total organisational structure and coordination of a range of Institute functions.

##### ***Characteristics of the Work***

Work is performed under general direction as to work priorities and may be of a technical or professional, project, procedural or processing nature, or a combination of these.

Direction exercised over work performed at this level may be less direct than at lower levels and is usually related to task methodologies and work practices. Staff would be expected to set priorities and to monitor work flow in the area of responsibility.

The work at this level requires the application of knowledge usually gained through previous experience in the discipline or from post secondary or tertiary study. The work may require the co-ordination of a range of Institute functions and the exercising of judgement and/or delegated Institute in areas where precedents or procedures are not clearly defined.

Independent action may be exercised at this level, particularly in local situations, for example, developing local procedures, management strategies and guidelines.

Any decisions taken or delegations exercised would be limited by the application of rules, regulations, guidelines or procedures.

The extent of supervisory responsibility would depend on the operational work of the area and factors such as work priorities, complexity of the work and the number of subordinate staff.

##### ***Duties and Skills***

Work performed at this level will require the ability to supervise staff, set priorities, monitor work flow and develop local strategies or work practices.

This may include responsibility for the development of appropriate training programs related to group development, application of equal employment opportunity, industrial relations principles and an awareness of occupational health and safety guidelines and principles. Staff assessment and counselling may involve providing advice in relation to personal and career development relating to work requirements.

Liaison and communication skills and the capacity to negotiate may be required, particularly for activities involving liaison or communication with clients or other interested groups.

Work at this level requires general knowledge of the Institute's operations, combined with a specialist knowledge of major activities within the work area.

In program, activity or service delivery areas staff should have the knowledge to interpret and apply standard policies, specific procedures and regulations or other guideline material to specific situations. They should be able to disseminate information about the Institute's operations particularly in relation to policy aspects or program, activity or service delivery to clients.

Work at this level may require the ability to investigate, interpret or evaluate information where legislation, regulations, instructions or procedural guidelines do not give adequate or specific answers.

#### **Administrative Service Officer Level 5**

##### ***Work Level Description (AO5)***

Work at this level may include a variety of functions as follows:

- (a) managing the operations of a discrete organisational element, program or activity; or
- (b) the operations of an organisational element which is part of a larger group within the total organisational structure; or
- (c) under limited direction in relation to priorities and work practices, providing administrative support to a particular program, activity or administrative function and consultancy service to external organisations; or
- (d) providing subject matter expertise or policy advice across a range of programs or activities undertaken by the Institute.

Work at this level may include the preparation of documentation for complex correspondence purposes and for decision by senior officers.

Responsibilities may include liaison and co-ordination within and across functions including Institute representation and overseeing and co-ordinating the work of other staff assisting in this area.

Work at this level may include operation within a number of specialist or multi-disciplinary teams or independently.

### ***Characteristics of the Work***

Work is usually performed under limited direction as to work priorities and the detailed conduct of the task.

Direction exercised over work performance at this level includes, depending on the functional role required, the provision of advice, guidance and/or direction in relation to a project, detailed processing, and other work practices. Independent action may be exercised within constraints set by senior management. Any decision taken or delegation exercised tends to be governed by the application of rules, regulations or Institute operating instructions or procedures. While such decisions may impact on Institute operations and resources, they are usually limited to the specific work area involved.

Managerial responsibilities would usually depend on the specific activities undertaken. Staff at this level would be expected to set and achieve priorities, monitor work flow and/or manage staffing resources to meet objectives.

### ***Duties and Skills***

Work at this level requires a knowledge of Institute operations and the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

Work at this level may require:

- the ability to investigate, analyse, interpret or evaluate information for the guidance of staff or clients, or undertake research in relation to technical matters;
- well developed liaison and communication skills and the ability to negotiate with clients or other interested parties, within parameters decided by senior management;
- significant managerial ability, including the ability to supervise staff, set priorities, monitor work flow, develop local strategies, procedures and work practices, and allocate resources.

This includes demonstrated staff management skills, the ability to apply equal employment opportunity principles and procedures and industrial relations principles and occupational health and safety guidelines. Responsibility for the identification of training needs and the development of appropriate training programs for the work unit may be undertaken at this level.

## **Administrative Service Officer Level 6**

### ***Work Level Description (AO6)***

Work at this level may involve providing advice including policy, administrative, or specialist; undertaking work related to the management or administration of a program or activity; service delivery or corporate support functions, including project work and work policy development; preparation or co-ordination of research papers, submissions on policy, technical, professional or program issues, or administrative matters.

Liaison with other elements of the organisation, Government Agencies, local authorities or community organisations is usually a feature.

Work also includes the preparation, or overseeing the preparation, of correspondence and replies to Parliamentary Questions, Ministerial representations and other briefing material; and representing the Institute at meetings, conferences or seminars. Management of diverse occupational groups may be required of this level.

### ***Characteristics of the Work***

Work is undertaken at this level with limited direction as to work priorities and the detailed conduct of the task. The tasks undertaken may be of a complex or specific nature encompassing a major area of Institute operations.

Direction exercised over work performed at this level may, depending on the function role required, be by way of providing general guidance and advice.

Work at this level may involve control and/or co-ordination of projects or programs within the Institute in accordance with corporate goals, and requires the development, implementation and evaluation of Institute activities.

Work at this level may involve independence of action including the use and allocation of resources within the constraints laid down by senior management.

Decisions taken or delegations exercised at this level may have major impact on the day-to-day operations of the work area. The impact of such decisions on Institute operations is likely to be limited to a specific work area or function. Delegations exercised may, depending on the nature of the work required, involve making determinations, instigating another course of action, or reviewing previous decisions.

Managerial responsibilities may be an important function of the work at this level, but this can vary widely depending on factors such as work area, location, priorities, work load, operational deadlines and the availability of staff resources to assist.

Guidelines, rules, instructions or procedures for use by other staff and interested parties may be developed at this level.

### ***Duties and Skills***

Management skills and abilities necessary to undertake the allocation and monitoring of resources, the review of operations to determine their effectiveness and contribute to the development of policy initiatives or corporate strategies are usually required at this level. A knowledge of financial program management techniques related to the activity or corporate goal of the work area is usually required at this level, together with demonstrated staff management skills and the ability to apply equal employment procedures and implement training and staff development.

Well developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the Institute with clients or other interested parties may be needed.

Work at this level requires a knowledge and awareness of Institute operations, as related to Government initiatives or policies.

The ability to apply or interpret legislation, regulations, instructions or other guideline material relating to the operations, policies or functions of the work area; and the capacity to undertake high level research, reviews or investigations including the preparation of reports and associated papers may also be required.

## **Administrative Service Officer Level 7**

### ***Work Level Description (A07)***

Work at this level may involve control of an organisational element involved in the administration or coordination of a specific program, activity or corporate support function at either the Branch or Department Head level, to achieve a result in line with the corporate goals of the Institute.

The work may include developing policy and/or providing policy, financial, specific subject matter or administrative advice, including specialist advice or undertaking high level project work; developing, implementing and reviewing policy instructions and administrative or specialist procedures for the guidance of functional elements of the Institute; initiating and formulating recommendations for Institute programs; processing representations to the Minister, preparing replies to Parliamentary Questions, preparing briefing notes for senior level managers, assisting in the preparation of Cabinet Submissions and correspondence; liaising with Government bodies and other organisations including the preparation of public information on programs, activities or services; and representing the Institute at meetings, conferences or seminars.

Work undertaken at this level may also be required to deal with a complex and diverse operating environment.

### ***Characteristics of the Work***

Work is undertaken at this level with broad direction usually from a senior level manager or comparable Employee in relation to priorities and the detailed conduct of the task. The activities undertaken would be of a complex or specific nature encompassing a significant element of total Institute operations. Work at this level may involve, depending on the functional role, significant independence of action including the use or allocation of resources within the constraints or guidelines laid down by senior management.

Decisions taken at this level may, depending on the degree of autonomy of function and the degree of delegated authority, have significant impact on the day-to-day operations of a specific work area and may also have significant effects elsewhere within the Institute.

Management responsibilities are usually a significant function at this level. The percentage of the total work taken up in management functions and the character of the direction given to subordinates would depend on the nature of the work area, location, workload factors, priorities and staff resources allocated.

The development of guidelines, rules, regulations, procedures or instructions for either staff or other interested parties may be coordinated at this level.

### ***Duties and Skills***

Management skills and the abilities necessary to monitor resource allocations, evaluate program effectiveness, manage staff and resources, formulate policy initiatives and develop corporate strategy proposals are usually required at this level. A knowledge of financial program management practices appropriate to the program or activity or corporate goal of the organisational element in which a position is located, are usually required at this level.

Work at this level requires the application of a high level of discipline, knowledge, a detailed knowledge of both Government policies and procedures and an appreciation of their application in relation to Office operations. Staff at this level would be expected to have the ability to undertake staff management functions and to plan, develop and implement programmes associated with equal employment opportunity, occupational health and safety, and staff development and counselling within the functional area of responsibility.

Work may require the ability to interpret and provide advice on legislation, regulations, instructions or other guideline material relating to the policies, operations or functions of the work area; and the capacity to undertake specific or major research, investigations or reviews and prepare associated papers or reports.

Liaison and communication skills of a high order, including the capacity and ability to negotiate or communicate on behalf of the Institute with clients or other interested groups, perhaps to finality, may be needed.

## **Administrative Service Officer Level 8**

### ***Work Level Description (AO8)***

Work at this level may involve responsibility for a major program or programs at statewide level and of critical importance to the Institute, operating within broad policy guidelines, or be responsible for a service-wide function.

High levels of discipline, expertise and experience are required combining elements of planning, organising, directing and evaluating to determine goals and priorities within the framework of the corporate objectives of the Institute or of other organisations.

This level will require a capacity for original thinking, creativity, the exercise of significant levels of independent judgement, and the exercise of delegated authority as required.

The work may include providing specialist consultancy advice within the Institute or across organisations, developing policy and interpreting, reviewing and implementing policy instructions, setting objectives in the work area, processing representations to the Minister, overseeing responses to Parliamentary Questions, preparation of reports to Government, preparing ministerial briefing notes and correspondence, liaising with Government bodies and other organisations, including the provision of public information on programs, activities or services; and representing the Institute at meetings, conferences or seminars.

### ***Characteristics of the Work***

Work is undertaken at this level, usually under the broad direction of a Senior Executive, with significant levels of independent judgement in keeping with the complex nature of work undertaken and the allocation of resources within the constraints or guidelines laid down by senior executives. Delegations exercised at this level may, depending on the functional role, involve being the final authority in the process of approving the expenditure of funds, undertaking specific action in line with the policy of the Institute, or reviewing any previous action or decisions in the work area.

Management responsibilities are usually a significant function at this level, with management of a number of projects of significance within and outside the Institute being involved.

The development of guidelines, rules, regulations, procedures or instructions for staff or other interested parties may be instigated at this level.

Work at this level may include analysis of organisational design and the formulation of strategic plans for staff and organisational development.

### ***Duties and Skills***

Management skills and the abilities necessary to determine resource allocations, manage staff and resources, formulate policy initiatives and develop corporate strategies are usually required at this level. A knowledge of financial program management practices and the evaluation of the results of program activities against stated objectives are normally required at this level.

Work at this level requires the application of a high level of discipline and knowledge including detailed knowledge of both Government policies and procedures and their application in relation to Institute operations. Staff at this level with managerial responsibilities would be required to oversee the implementation of staff management functions and to plan, develop and implement programmes associated with equal employment opportunity, occupational health and safety, and formulate policies and plans for staff and organisational development.

Liaison and communication skills to enable the effective resolution of complex organisational issues, including the capacity and ability to negotiate or communicate on behalf of the Institute with clients or other interested groups, often to finality, may be required.

## **PROFESSIONAL STREAM**

The Professional Stream comprises a number of positions:

- (a) to which are attached a mandatory Degree qualification or agreed equivalent as determined by the Director; and
- (b) the duties of which reflect a combination of practitioner and/or specialist responsibilities or an identifiable specialisation/management in a profession.

## **GENERIC LEVEL STATEMENTS**

### **Professional Officer Level 1**

#### ***Work Level Description (PO1)***

Work at this level is restricted to those Employees who have met the minimum entry requirements under the relevant Institute policy plus the education requirements for acceptance into an appropriate tertiary institution.

Appointment to this level is solely for the purpose of fulfilling prerequisite education and/or training prior to appointment to the substantive grade (UG1 - Degree) in the Professional stream.

A requirement at this level is the successful completion of the educational or training requirements of the particular professional group.

Appointees to this level may be enrolled as a full-time or part-time student, and if part-time, may be required to do work associated with the relevant profession, but at a level and under a degree of supervision appropriate to the skills held. This may include some work normally which would be carried out by Level 2 (i.e. Practising) Professional, provided such work is verified or validated by a qualified and experienced professional Employee.

#### ***Characteristics of the Work***

Work within this Level is performed under close supervision following standard routines, methods and procedures with little scope for deviation, or the exercise of initiative or judgment.

The routines, methods and procedures to be followed are at a level consistent with skills acquired. Initially direct guidance is given when problems arise.

Skills and knowledge will be acquired and demonstrated on a progressive basis consistent with the formal and informal training undertaken.

Positions at this level have no supervisory responsibility, although more experienced staff may be expected to assist new staff by providing basic advice and guidance.

### ***Duties and Skills***

This level recognises that duties and skills will increase in complexity as the Employee moves through the education and training phase.

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests.

Employees at this level may undertake a combination of routine clerical, analysis, preparatory and operative duties requiring the application of basic skills and routines.

### **Professional Officer Level 2**

#### ***Work Level Description (PO2)***

Positions at this level consist of Employees with a minimum of a UG1 (Degree) qualification or agreed equivalent and who are identified as belonging to the generic groupings listed in the definition statement.

Mandatory qualifications exist for entry to this level with an expectation of the application of professional knowledge gained through formal studies.

Positions at this level involve the delivery of basic professional services which are in support of Institute objectives.

#### ***Characteristics of the Work***

Work is initially performed under close supervision by a more experienced professional, however, this supervision is expected to reduce as experience increases. Guidance is always close at hand.

The solution of problems may require the exercise of professional judgement through the selection and application of procedures, methods and standards, however guidance from senior staff is readily available.

Employees at this level may operate individually or as a member of a project team within a work group.

Positions at this level generally have no supervisory responsibilities although more experienced Employees may assist new Employees by providing guidance and advice.

Possession of the mandatory tertiary qualification and experience is required for positions within this level.

Additionally, knowledge of basic practices and procedures relevant to the discipline is required. Professional judgment may be exercised within prescribed areas, however the provision of results are subject to verification and validation.

### ***Duties and Skills***

Positions at this level may involve an Employee in a range of activities including the analysis and interpretation of findings as they relate to the elements of the work. They could also include the preparation of reports incorporating recommendations on basic operations.

Employees at this level perform non-repetitive tasks, governed by established procedures, specific guidelines and standardised instructions.

Employees will have obtained professional knowledge as indicated by successful completion of the appropriate 3 year undergraduate degree or diploma and be able to apply theoretical aspects of the relevant discipline to basic problems or minor phases of broader assignments.

### **Professional Officer Level 3**

#### ***Work Level Description (PO3)***

This level usually requires professional expertise in one or more areas of a discipline. Detailed knowledge of standard professional tasks are required with scope existing for exercising initiative in the application of established work practices and procedures.

At this level some supervisory responsibility of subordinate staff may be required. The degree of supervision is variable depending on the assignment or project.

Employees will be required to progressively obtain greater specialised knowledge through postgraduate qualifications or postgraduate developmental experience through attendance at specialist seminars and achieve higher level of outcomes under reducing professional direction.

### ***Characteristics of the Work***

Work is usually performed under general guidance with the general quality of output monitored by superiors. However, the technical content of the work is not normally subject to direct supervision. Guidance may be given in reviewing work programs or on unusual features of an assignment.

Employees are expected to exercise initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams or independently and may deputise for the professional head of a small work unit.

Employees at this level may have supervisory responsibilities for technical staff, if required, together with responsibilities for training and development of subordinate professional staff within the discipline.

### ***Duties and Skills***

Work at this level requires the undertaking of more complex activities and the selection and application based on professional judgement of new and existing techniques and methodologies.

Employees may carry out research under professional supervision and may be expected to contribute to the advances of the techniques used.

Supervisory responsibilities include on-the-job training, staff assessment and performance counselling in relation to subordinates within the discipline or para-professionals, as well as authority for the verification and validation of work results of supervised staff.

Duties also include the responsibility for varied professional assignments, requiring knowledge of either a broad or specialised field. Problems would be addressed by the use of combinations of standard procedures and/or modifications of standard procedures.

## **Professional Officer Level 4**

### ***Work Level Description (PO4)***

Work at this level usually requires the exercise of professional independence combined with competence derived from extensive experience and/or additional study.

High levels of initiative are required to be exhibited in accomplishing objectives and undertaking complex projects, which may be either on an individual basis as a recognised specialist, a professional practitioner with responsibilities for complex duties or as a senior specialist or leader in a multi-disciplinary team and may deputise for a professional head of a work unit.

The management of work groups may be a function of this level.

### ***Characteristics of the Work***

Work is performed with limited or no professional supervision. Professional guidance from superiors is only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the normal span of activity.

Any standard professional task within the discipline, (including problem definition, planning, execution, analysis and reporting) is expected to be performed by an officer of this level.

Work at this level requires the development and provision of professional advice and consultancy services to other organisations, industry representatives and the public. The level of information provided and recommendations made influence the decisions of others, including superiors and peers, especially in the monitoring, development and delivery of programs.

The general quality of advice given is monitored by superiors and is subject to professional standards.

The application of knowledge obtained through postgraduate specialist qualifications or extensive recognised expertise is required for appointment to this level.

Professional specialists at this level would undertake work with significant scope and / or complexity and / or undertake professional duties of an innovative, novel and / or critical nature without professional direction.

### ***Duties and Skills***

The duties undertaken at this level are of a complex and varied nature. They require detailed knowledge of the Institute's operations combined with a specialist or very high level of practitioner knowledge of major activities in the work unit.

Managerial responsibility may cover a small number of professional and related technical staff, and includes training of subordinate staff, co-ordination of workflow processes, responsibility for quality of output of the work unit, performance assessment and review, staff counselling, career planning and development, application of equal employment opportunity principles as well as implementing occupational health and safety guidelines and principles.

Work at this level requires the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

## **Professional Officer Level 5**

### ***Work Level Description (PO5)***

Appointees to this level are recognised as authorities within a particular specialised field of expertise or they may have extensive knowledge within the professional discipline and broad experience spanning more than one professional discipline.

Positions at this level may have professional responsibility for a large work group.

### ***Characteristics of the Work***

Work at this level may involve the exercise of substantial professional judgement based on knowledge of national initiatives and involvement in the development/application of discipline principles and new technology and/or knowledge of critical work which can involve a number of staff from the disciplines or a variety of disciplines.

Work is usually performed without professional direction with a discretion permitted within the boundaries of broad guidelines to achieve organisational goals.

This level requires that appointees be recognised by their peers as expert professionals in their field either as practitioners or as professional specialists. This recognition is acknowledged by higher qualifications or by publications in refereed scientific journals.

The development and application of discipline principles and new technology may be a feature of this level, requiring the exercise of substantial professional judgement.

Management, initiation and formulation of research programs, major project or management of a scientific service or enterprise involving both a service and research work are features of this level.

Management of large work units, including prioritising work, training of staff, monitoring or work flow and setting of local strategic plans is often a feature of this level. Assessment and review of the standard of work of subordinate professional staff may also be required.

Positions within this level will generally have a very high profile within the discipline and will operate within broad guidelines to achieve specific objectives with professional independence.

### ***Duties and Skills***

Work at this level requires a detailed knowledge of both governmental policies and procedures and an appreciation of their application in relation to Institute operations. The ability to interpret and provide advice on legislation, regulations and other guideline material relating to the operations and functions of the work area is required.

Duties may span a range of activities in a complex, specialised environment and may include contributing to the formulation of corporate policy and the implementation of policy directives.

The provision of expert advice on a consultancy basis to outside bodies, Government agencies and the public as well as participation on inter-organisational committees to develop policy, planning and other initiatives is required.

Significant managerial skills and the abilities necessary to monitor resource allocations, evaluate professional, technical and economic impacts of programs, formulate policy and corporate strategy proposals are a requirement of positions within this level.

The management of very complex projects involving a number of staff from either the discipline or a variety of professional disciplines may be required.

## **Professional Officer Level 6**

### ***Work Level Description (PO6)***

Work at this level is usually under the broad direction of a senior executive and includes a requirement for high levels of expertise and experience to determine professional objectives and priorities within the frameworks of the Institute's corporate goals and in the absence of general professional guidance.

Appointees to this level are recognised as national or international authorities within their discipline and have generally made a significant contribution to the development of professional understanding on a national or international basis.

High levels of expertise and experience are required with a comprehensive knowledge of a recognised professional discipline.

This level may require the management of programs of critical importance to the State, to satisfy the Government's objectives or the Institute's corporate goals.

### ***Characteristics of the Level***

Work is undertaken in a highly complex or specialised field to establish and/or modify standards, guidelines, concepts, theories, techniques or principles, both by adapting precedents and by making significant departures from traditional approaches.

In the absence of other evidence higher qualifications or national/international professional recognition of expertise is considered essential to undertake duties at this level.

The provision of expert specialist consultancy skills with critical impacts to the industry, to the State and at times the Nation must be combined with the exercise of total professional independence.

### ***Duties and Skills***

The lack of precedent is a significant feature of the majority of duties and actions undertaken.

Development and overseeing the implementation of new and high level programs and major investigations is a significant feature of this level, as is an emphasis on strategic management.

## **TECHNICAL STREAM**

The Technical Stream comprises a number of positions:

- (a) to which are attached a mandatory Diploma or Associate Diploma or equivalent qualifications as determined by the Director; and
- (b) the duties of which reflect a combination of practitioner and/or specialist responsibilities providing direct assistance to, but on occasion acting in isolation from, other Employees, and/or supervision of Employees in other streams.

## **GENERIC LEVEL STATEMENTS**

### **Technical Officer Level 1**

#### ***Work Level Description (TO1)***

Work at this level is restricted to those Employees who have met the minimum entry requirements under the relevant Institute policy plus the education requirements for acceptance into the appropriate tertiary institution.

Appointment to this level is solely for the purpose of fulfilling prerequisite education and/or training prior to appointment to the substantive grade in the Technical stream.

A requirement of this level is the successful completion of the educational or training requirements of the particular technical group.

Appointees to this level may be enrolled as a full-time or part-time student, and if part-time, may be required to do work associated with the relevant occupation, but at a level and under a degree of supervision appropriate to the skills held.

This may include some work which normally would be carried out by a Level 2 (i.e. Practising) Technical Officer, provided such work is verified or validated by a qualified and experienced technical Employee.

### ***Characteristics of the Work***

Work within this level is performed under close supervision following standard routines, methods and procedures with little scope for deviation, or the exercise of initiative or judgment.

The routines, methods and procedures to be followed are at a level consistent with skills acquired. Initially direct guidance is given when problems arise.

Skills and knowledge will be acquired and demonstrated on a progressive basis consistent with the formal and informal training undertaken.

Positions at this level have no supervisory responsibility, although more experienced staff may be expected to assist new staff by providing basic advice and guidance.

### ***Duties and Skills***

This level recognises that duties and skills will increase in complexity as the Employee moves through the education and training phase.

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests.

Employees at this level may undertake a combination of routine clerical, analysis, preparatory and operative duties requiring the application of basic skills and routines.

### **Technical Officer Level 2**

#### ***Work Level Description (TO2)***

Positions at this level consist of Employees with a minimum of a diploma/associate diploma tertiary qualification or agreed equivalent and who are identified as belonging to the generic groupings listed in the definition statement.

Positions at this level involve the delivery of basic technical services which are in support of Institute objectives.

### ***Characteristics of the Work***

Work is initially performed under close supervision by a more experienced professional or technical officer, however, this supervision is expected to reduce as experience increases. Guidance is always close at hand and work outcomes are closely monitored.

The solution of problems may require the exercise of basic technical judgment through the application of standard procedures, methods and standards, however guidance from senior staff is readily available.

Employees at this level may operate individually under close supervision or as a member of a project team within a work group.

Positions at this level generally have no supervisory responsibilities although more experienced staff may assist new staff by providing guidance and advice.

Knowledge of basic practices and procedures relevant to the discipline is required with the possibility of specialisation in work application.

### ***Duties and Skills***

Positions at this level may involve an Employee in a range of activities including the analysis of findings as they relate to the elements of the work. They could also include the preparation of reports incorporating recommendations on basic technical investigations, tests or measurements.

Employees at this level perform non-repetitive tasks, governed by established procedures, specific guidelines and standardised instructions. Work is generally undertaken under technical guidance of senior staff.

Skills are generally transferable within particular disciplines.

Employees will be required to have technical knowledge as indicated by successful completion of the appropriate diploma/associate diploma tertiary qualification and able to apply theoretical aspects of the relevant discipline to basic problems or minor phases of broader assignments.

### **Technical Officer Level 3**

#### ***Work Level Description (TO3)***

Work at this level requires detailed technical knowledge and experience with demonstrated high levels of accuracy and precision. An understanding of the Institute's functions, coupled with detailed knowledge of the unit's operations, practices and procedures is necessary for competent performance.

An Employee may be required to undertake a range of moderately complex tasks and functions or specialisation in a particular discipline may be a feature of work at this level.

#### ***Characteristics of the Work***

Work at this level is undertaken autonomously with limited guidance. Guidance is available for complex or unusual problems, research or moderately complex experimental work. However, the contribution of experience to resolve issues on a day to day basis for which there may be no established procedure is a requirement of this level.

Supervision of small work groups and responsibility for quality of output by the group may be a feature of this level.

#### ***Duties and Skills***

The determination, conduct and evaluation of standard technical practices and procedures is required at this level. Significant technical responsibility exists for the application of new techniques to moderately complex problems and may be combined with limited specialist research.

Supervisory responsibilities would be limited and would include on-the-job training, staff assessment and performance counselling in relation to subordinates within the discipline.

### **Technical Officer Level 4**

#### ***Work Level Description (TO4)***

Appointment to this level requires proven technical expertise and competence with demonstrated proficiency in applying established technical disciplines over several years either on an individual basis or as a member of a multi-disciplinary unit as either a technical practitioner or a technical specialist.

High levels of initiative in accomplishing technical objectives which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary unit are required.

#### ***Characteristics of the Work***

Work is performed either independently, with limited guidance from superiors only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the position's normal span of activity, or as a member of a specialist or multi-disciplinary team.

Specialist technical consultancy either in the particular area of expertise or in a specialist area of expertise is required as is a high level of technical assistance to the work group.

The general quality of advice given is monitored by superiors and is subject to professional standards.

Management of work groups may be a feature of this level.

#### ***Duties and Skills***

Managerial responsibility includes training of subordinate staff, co-ordination of workflow processes, responsibility for quality of output of the work unit, performance assessment and review, staff counselling, career planning and development, application of equal employment opportunity principles as well as implementing occupational health and safety guidelines and principles.

Work at this level requires the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

The investigation of a range of operating and design issues is a key duty of this level.

### **Technical Officer Level 5**

#### ***Work Level Description (TO5)***

This level requires a high level of knowledge of complex though conventional methods and techniques of a particular discipline resulting from many years' experience and/or advanced technical training.

High levels of autonomy and initiative are required to be exhibited in accomplishing objectives and undertaking complex research projects, which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary team. Employees would be expected to work with only broad guidelines in accomplishing objectives and undertaking complex projects.

The management of large technical work units which may be located across several work sites or involved in several programs may be a function of this level.

### ***Characteristics of the Work***

Higher qualifications or further study or research experience is usually a characteristic of this level.

Management of large technical work units, including prioritising work, training of staff, monitoring of work flow and setting of local strategic plans is often a feature of this level. Assessment and review of the standard of work of subordinate technical staff may also be required.

Work at this level requires the development and provision of specialist technical advice and consultancy services to other organisations, industry representatives and the public. The level of information provided and recommendations made influence the decisions of others, including superiors and peers, especially in the monitoring, development and delivery of programs.

### ***Duties and Skills***

The duties undertaken at this level are of a complex and varied nature. They require detailed knowledge of the Institute's operations combined with a specialist knowledge of major activities within the work unit.

Key duties and skills include the development of innovative methodologies, the application of proven techniques to specialised technical services and the undertaking of significant projects requiring the use of analytical skills.

The development and implementation of research studies, the preparation of reports and the formulation of recommendations and strategic plans in relation to the operation of the unit are key duties at this level.

## **Technical Officer Level 6**

### ***Work Level Description (TO6)***

Appointees at this level are recognised as authorities within a particular specialised technical field of expertise. This expertise is exhibited through extensive knowledge and experience within the area of specialisation possibly gained through either research or further qualifications.

Positions at this level may have managerial responsibility for major work units.

High levels of initiative are required to be exhibited in accomplishing objectives and undertaking complex projects, which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary team.

### ***Characteristics of the Work***

Work is usually performed without technical direction with a degree of individual discretion permitted within broad guidelines to achieve organisational goals.

The development and application of discipline principles and new technology may be a feature of this level, requiring the exercise of substantial technical judgement.

Positions within this level will generally have a very high profile within the discipline and will operate within broad guidelines to achieve specific objectives with technical independence.

### ***Duties and Skills***

Work at this level requires a detailed knowledge of both Governmental policies and procedures and an appreciation of their application in relation to Institute operations. The ability to interpret and provide advice on legislation, regulations and other guideline material relating to the operations and functions of the work area is required.

Duties may span a range of activities in a complex, specialised environment and may include contributing to the formulation of Institute policy and the implementation of policy directives.

The development of appropriate techniques in providing specialised technical services and the formulation of complex programs within the framework of objectives and priorities of major work units are key duties to this level.

The provision of expert advice on a consultancy basis to outside bodies, Agencies and the public as well as participation on inter-organisational committees to develop policy, planning and other initiatives is required.

Significant managerial skills and the abilities necessary to monitor resource allocations, evaluate program effectiveness, formulate policy and corporate strategy proposals are a requirement of positions within this level.

## **OPERATIONAL STREAM**

The Operational Stream comprises those positions, the duties of which apply to various functional areas, the incumbents of which are required to possess a range of skills appropriate to this stream.

## **GENERIC LEVEL STATEMENTS**

### **Operational Officer Level 1**

#### ***Work Level Description (OO1)***

Training, both on and off the job, is a dominant feature of this level.

#### ***Characteristics of the Level***

Work at this level is performed under close supervision and direction following standard routines, methods and procedures with little scope for deviation or the exercise of initiative or judgement in the selection of appropriate means to complete the work assignment. Limited responsibility exists for the final outcome.

The routines, methods and procedures to be followed are at a level consistent with skills acquired. Direct guidance is given when problems arise.

Positions at this level have no supervisory responsibility.

#### ***Duties and Skills***

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests. There is only limited scope for interpretation.

### **Operational Officer Level 2**

#### ***Work Level Characteristics (OO2)***

Positions at this level involve the delivery of operational services whose work routines, methods, and procedures are clearly established and there is limited scope for deviation.

Training, both on and off the job, is often a dominant feature of this level.

#### ***Characteristics of the Level***

Work may initially be performed under close supervision by a more experienced officer, however, this supervision is expected to reduce as experience increases. Employees at this level may operate individually or as a member of a project team within a work group.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks. Guidance is always available and work outcomes may be closely monitored.

Positions at this level may have limited supervisory responsibilities with more experienced staff assisting new staff by providing guidance and advice.

#### ***Duties and Skills***

Positions at this level may involve an Employee in a range of activities including the performance of non-repetitive tasks governed by established procedures, specific guidelines and standardised instructions.

Duties may include field support or regulatory inspection activities and data collection and recording.

Appointees to this level undertake a range of functions requiring the practical application of acquired skills and knowledge.

Technical skills not requiring trade or equivalent qualifications are required in order to safely and effectively operate basic machinery to perform routine and standard functions, and organise duties across a working day to meet regular work load requirements.

### **Operational Officer Level 3**

#### ***Work Level Description (OO3)***

Appointment to this level requires proven expertise in the particular discipline with demonstrated proficiency in applying established techniques.

An understanding of the Institute's functions coupled with detailed knowledge of the work units' operations, practices and procedures is necessary for competent performance.

#### ***Characteristics of the Level***

Employees at this level work under general direction and undertake a range of functions which may require the application of trade based skills and experience or the practical application of a high level of skills.

Employees at this level may operate individually or as a member of a project team within a work group.

Supervision of subordinate Employees within a small discrete work group or function may be a feature of this level.

Assistance is usually available if required when problems occur, although problems are usually resolvable by reference to procedures, documented methods and instructions.

Whilst there is some scope for the exercising of initiative in the application of established work practices and procedures, problems can generally be solved by reference to documented methods and instructions.

#### ***Duties and Skills***

Work at this level requires a sound knowledge of the Institute's functions and the requirements of the discipline.

A sound knowledge of the operating procedures is required.

Supervisory responsibilities may include co-ordination of work-flow processes, training of subordinate staff, responsibility of quality of output of the workgroup, staff assessment and performance counselling in relation to subordinates.

Knowledge and compliance with regulations, codes and specifications may be required.

Duties at this level may include application of trade based skills or equivalent involving field work, design/modification of equipment, research projects, support services and the collating and analysis of specimens or data.

### **Operational Officer Level 4**

#### ***Work Level Description (OO4)***

Work at this level requires specialised knowledge within the discipline.

Work is undertaken under limited direction as to work priorities and the detailed conduct of the task.

Employees may be responsible for larger work groups or functions, field groups or district operations.

High levels of initiative in accomplishing objectives may be required to be exercised either on an individual basis or in a multi-disciplinary unit.

#### ***Characteristics of the Level***

Work is performed either independently with guidance from superiors only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the positions normal span of activity.

There is scope for the exercise of initiative in the application of established work practices and procedures.

#### ***Duties and Skills***

Duties include the supervision of a work group or function, field group or regional operation, with responsibility for the standard of workmanship, completion of work assignments and allocation of resources.

Interpretation of guideline material and documented precedents and the application of judgment may be required in the determining solutions to problems.

### **Operational Officer Level 5**

#### ***Work Level Description (OO5)***

Work at this level requires specialised knowledge of complex though conventional methods and techniques. High levels of autonomy and initiative may be required to be exhibited in accomplishing objectives and undertaking projects.

Management of large work groups may be a factor.

#### ***Characteristics of the Level***

Employees at this level are subject to limited direction and may exercise managerial responsibility for a large and complex work program.

Usually only broad guidance and advice is provided as to operational requirements and deadlines to achieve end results in line with operating goals.

#### ***Duties and Skills***

Duties may involve detailed planning, directing, co-ordinating or financial control within budget, material and workforce limitations established by management and the implementation of overall Institute policies.

Managerial responsibility includes training of subordinate staff, co-ordination of workflow processes, responsibility for quality of output of the work unit, performance assessment and review, staff counselling, career planning and development, application of equal employment opportunity principles as well as implementing occupational health and safety guidelines and principles.

### **Operational Officers Levels 6 & 7**

#### ***Work Level Description (OO6 & OO7)***

Work at this level requires specialised knowledge and may be undertaken autonomously.

These are managerial levels and may include responsibility for large and complex work groups.

#### ***Characteristics of the Level***

Responsibilities at these levels will reflect the size and complexity of Institute operations and will normally entail significant independence of action in the allocation of resources within constraints imposed by management.

Work is performed under limited direction with a significant degree of discretion permitted within the boundaries of broad guidelines to achieve organisational goals.

#### ***Duties and Skills***

Duties at this level reflect the independent operation of the Employee and may involve significant allocation of resources.

Management of work units may include prioritising work, training staff, monitoring of work flow and setting of local strategic plans. Assessment and review of the standard of work of subordinate staff is also a requirement of this level.

Work at this level requires a knowledge and awareness of Institute operations as well as detailed knowledge of major activities of the work unit.

The requirement to interpret legislation, regulations and other guidance material relating to the operations and functions of the work area is necessary for adequate performance at this level.

### **RESEARCH STREAM**

The research stream comprises those Employees who are solely or predominantly responsible for conducting or assisting with research projects and associated activities.

## **GENERIC LEVEL STATEMENTS**

### **Research Assistant**

The Research Assistant classification requires:

- (a) a mandatory Degree qualification or agreed equivalent as determined by the Director; and
- (b) demonstrated specialist skills appropriate to the position.

#### ***Work Level Description***

A Research Assistant is expected to contribute towards the research effort of the Institute and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

#### ***Entry Level Requirements and Characteristics of the Work***

Work at this level is conducted under the close supervision and with support, guidance and/or direction from the Laboratory Head and staff classified at Research Officer and above. The level of autonomy is expected to increase as the Employee gains in skill and experience.

Mandatory qualifications exist for entry to this level. These qualifications are as follows:

RA1	BSc, BNursing, BAppSc(Nutrition)
RA2	BSc(Hons), BNursing(Hons), BAppSc (Occupational Therapy; Physiotherapy; Speech Pathology), BA/B Social Work, BA/B Psych & BPsych/BSocial Work, BEng
RA3	Grad Dip(Occupational Therapy; Physiotherapy; Speech Pathology)
RA4	MPsych(Clin), MAppSc(Physiotherapy), MSocial Work, & MA/Social Work, MNursing, MAppSc(Dietetics), MEng, MSc, MPH
RA5	BVSc
RA6	MVSc

Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research potential.

### **Research Officer**

The Research Officer classification requires:

- (a) a mandatory PhD qualification or agreed equivalent as determined by the Director; and
- (b) demonstrated specialist skills appropriate to the position.

#### ***Work Level Description***

A Research Officer is expected to conduct a defined research project consistent with the goals of their division and under the broad direction of the Laboratory Head.

#### ***Entry Level Requirements and Characteristics of the Work***

Work at this level is conducted under the broad direction of the Laboratory Head. The level of autonomy is expected to increase as the Employee gains in skill and experience.

Mandatory qualifications exist for entry to this level. These qualifications are a PhD, MBBS, BDS or equivalent.

Entry at this level will be subject to demonstration of the ability or potential to undertake research with limited supervision and to contribute to the preparation and presentation of publications and seminars reporting the results of that research.

Post graduate or postdoctoral experience in another institution will be valued at this level.

### **Senior Research Officer**

The Senior Research Officer classification requires:

- (a) to which attach a mandatory PhD qualification or agreed equivalent as determined by the Director;

- (b) at least 3 years post-doctoral research experience; and
- (c) demonstrated specialist skills appropriate to the position.

***Work Level Description***

A Senior Research Officer is expected to conduct a defined research program under the broad direction of the Laboratory Head. Emphasis at this level is on scientific output and a substantially higher level of achievement, independence and leadership than that expected of a Research Officer.

***Entry Level Requirements and Characteristics of the Work***

Work at this level is conducted under the broad direction of the Laboratory Head. Employees at this level are expected to play an increasing role in intellectual and research related administrative activities of the laboratory and the Institute as they gain in skill and experience.

Mandatory qualifications exist for entry to this level. These qualifications are a PhD, MBBS, BDS or equivalent.

Entry at this level will be subject to the completion of at least 3 years of postdoctoral research experience with evidence of excellent productivity (usually indicated by number and quality of publications, taking into account the person's role in each publication, or other forms of documentation such as patents), commensurate with the level of appointment and assessed against international standards in the discipline.

Post doctoral experience in other institutions or laboratories will be valued at this level.

**Research Fellow**

The Research Fellow classification requires:

- (a) a mandatory PhD qualification or agreed equivalent as determined by the Director;
- (b) national and international recognition as appropriate to the position; and
- (c) demonstrated specialist skills appropriate to the position.

***Work Level Description***

A Research Fellow is expected to conduct a substantial independent research program consistent with the goals of the Institute.

***Entry Level Requirements and Characteristics of the Work***

Work at this level is to be independent research. Employees at this level are expected to play a significant role in the intellectual and administrative activities of the Institute.

Mandatory qualifications exist for entry to this level. These qualifications are a PhD, MBBS, BDS, or equivalent.

Entry at this level will be subject to the demonstration of excellent productivity (usually indicated by number and quality of publications, taking into account the candidate's role in each publication, or other forms of documentation such as patents) commensurate with the level of appointment and assessed against international standards in the discipline and the ability to raise external research funding.

Entry at this level also requires evidence of a developing national and international research reputation (usually indicated by invitations to write reviews and/or speak at national and international conferences) and may involve supervision of more junior research scientists and the development of a research team or research assistants, postgraduate students and possibly one or more postdoctoral scientists.

**Senior Research Fellow**

The Senior Research Fellow classification requires:

- (a) a mandatory PhD qualification or agreed equivalent as determined by the Director;
- (b) national and international recognition as appropriate to the position; and
- (c) demonstrated specialist skills appropriate to the position.

### ***Work Level Description***

A Senior Research Fellow is expected to conduct an extensive independent research program that makes a substantial original contribution to their discipline and is consistent with the goals of the Institute.

### ***Entry Level Requirements and Characteristics of the Work***

Work at this level is to be independent research. Employees at this level are expected to play a significant role in the intellectual and administrative activities of the Institute and wider scientific community. Emphasis is on acquiring a strong national and international profile.

Mandatory qualifications exist for entry to this level. These qualifications are a PhD, MBBS, BDS, or equivalent.

Entry at this level will be subject to postdoctoral research experience with evidence of excellent productivity (usually measured in number and quality of publications, or other forms of documentation such as patents) commensurate with the level of appointment and assessed against international standards in the discipline. Ability to raise external funding and to manage research budgets are also required for entry at this level.

Entry at this level also requires evidence of peer recognition at national and international levels and usually involves leadership of a team of postdoctoral scientists, research scientists and/or postgraduate students.

### **Principal Research Fellow**

The Principal Research Fellow classification requires:

- (a) a mandatory PhD qualification or agreed equivalent as determined by the Director;
- (b) national and international recognition as appropriate to the position; and
- (c) demonstrated specialist skills appropriate to the position.

### ***Work Level Description***

A Principal Research Fellow is expected to conduct an extensive independent research program that is consistent with the goals of the Institute and makes a major original contribution to their discipline. Employees are expected to make a significant contribution to the research discipline and wider scientific community.

### ***Entry Level Requirements and Characteristics of the Work***

Work at this level is to be independent research. Employees at this level are expected to play a significant role in intellectual and administrative activities of the Institute and undertake a major role in the development of the Institute's research program. Emphasis on international recognition

Entry level requirements are the same as those for Senior Research Fellows with evidence of recognition as a significant international authority in the research field.

### **Senior Principal Research Fellow**

The Senior Principal Research Fellow classification requires:

- (a) a mandatory PhD qualification or agreed equivalent as determined by the Director;
- (b) national and international recognition as appropriate to the position; and
- (c) demonstrated specialist skills appropriate to the position.

### ***Work Level Description***

A Senior Principal Research Fellow is expected to provide leadership within the Institute, as well as nationally and internationally in their research field.

### ***Entry Level Requirements and Characteristics of the Work***

Entry level requirements are the same as those for Principal Research Fellow with evidence of recognition as a leading international authority in the research field.

## **SCIENTIFIC STREAM**

The Scientific Stream comprises a number of positions classified as Scientific Technical Officer and Scientific Officer:

- (a) to which are attached a mandatory Diploma, Associate Diploma or Degree qualification or agreed equivalent as determined by the Director; or
- (b) demonstrated specialist or generalist skills appropriate to the position;

and the duties of which

- (a) reflect a combination of practitioner and/or specialist responsibilities or an identifiable specialisation/management in a profession and/or an operational position; and
- (b) are conducted within a research group.

## **GENERIC LEVEL STATEMENTS - Scientific Technical Officer**

### **Scientific Technical Officer Level 1**

#### ***Work Level Description (STO1)***

Work at this level is restricted to those Employees who have met the minimum entry requirements under the relevant Institute policy plus the education requirements for acceptance into the appropriate tertiary institution.

Appointment to this level is solely for the purpose of fulfilling prerequisite education and/or training prior to appointment to the substantive grade in the Scientific stream.

A requirement of this level is the successful completion of the educational or training requirements of the particular technical group.

Appointees to this level may be enrolled as a full-time or part-time student, and if part-time, may be required to do work associated with the relevant occupation, but at a level and under a degree of supervision appropriate to the skills held.

This may include some work which normally would be carried out by a Level 2 (ie. Practising) Scientific Technical Officer, provided such work is verified or validated by a qualified and experienced technical Employee.

#### ***Characteristics of the Work***

Work within this level is performed under close supervision following standard routines, methods and procedures with little scope for deviation, or the exercise of initiative or judgment.

The routines, methods and procedures to be followed are at a level consistent with skills acquired. Initially direct guidance is given when problems arise.

Skills and knowledge will be acquired and demonstrated on a progressive basis consistent with the formal and informal training undertaken.

Positions at this level have no supervisory responsibility, although more experienced staff may be expected to assist new staff by providing basic advice and guidance.

#### ***Duties and Skills***

This level recognises that duties and skills will increase in complexity as the Employee moves through the education and training phase.

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests.

Employees at this level may undertake a combination of routine clerical, analysis, preparatory and operative duties requiring the application of basic skills and routines.

### **Scientific Technical Officer Level 2**

#### ***Work Level Description (STO2)***

Positions at this level consist of Employees with a minimum of a diploma/associate diploma tertiary qualification or agreed equivalent and who are identified as belonging to the generic groupings listed in the definition statement.

Positions at this level involve the delivery of basic technical services which are in support of Institute objectives.

### ***Characteristics of the Work***

Work is initially performed under close supervision by a more experienced professional or scientific technical officer, however, this supervision is expected to reduce as experience increases. Guidance is always close at hand and work outcomes are closely monitored.

The solution of problems may require the exercise of basic technical judgment through the application of standard procedures, methods and standards, however guidance from senior staff is readily available.

Employees at this level may operate individually under close supervision or as a member of a project team within a work group.

Positions at this level generally have no supervisory responsibilities although more experienced staff may assist new staff by providing guidance and advice.

Knowledge of basic practices and procedures relevant to the discipline is required with the possibility of specialisation in work application.

### ***Duties and Skills***

Positions at this level may involve an Employee in a range of activities including the analysis of findings as they relate to the elements of the work. They could also include the preparation of reports incorporating recommendations on basic technical investigations, tests or measurements.

Employees at this level perform non-repetitive tasks, governed by established procedures, specific guidelines and standardised instructions. Work is generally undertaken under technical guidance of senior staff.

Skills are generally transferable within particular disciplines.

Employees will be required to have technical knowledge as indicated by successful completion of the appropriate diploma/associate diploma tertiary qualification and able to apply theoretical aspects of the relevant discipline to basic problems or minor phases of broader assignments.

## **Scientific Technical Officer Level 3**

### ***Work Level Description (STO3)***

Work at this level requires detailed technical knowledge and experience with demonstrated high levels of accuracy and precision. An understanding of the Institute's functions, coupled with detailed knowledge of the unit's operations, practices and procedures is necessary for competent performance.

An Employee may be required to undertake a range of moderately complex tasks and functions or specialisation in a particular discipline may be a feature of work at this level.

### ***Characteristics of the Work***

Work at this level is undertaken autonomously with limited guidance. Guidance is available for complex or unusual problems, research or moderately complex experimental work. However, the contribution of experience to resolve issues on a day to day basis for which there may be no established procedure is a requirement of this level.

Supervision of small work groups and responsibility for quality of output by the group may be a feature of this level.

### ***Duties and Skills***

The determination, conduct and evaluation of standard technical practices and procedures is required at this level. Significant technical responsibility exists for the application of new techniques to moderately complex problems and may be combined with limited specialist research.

Supervisory responsibilities would be limited and would include on-the-job training, staff assessment and performance counselling in relation to subordinates within the discipline.

## **Scientific Technical Officer Level 4**

### ***Work Level Description (STO4)***

Appointment to this level requires proven technical expertise and competence with demonstrated proficiency in applying established technical disciplines over several years either on an individual basis or as a member of a multi-disciplinary unit as either a technical practitioner or a technical specialist.

High levels of initiative in accomplishing technical objectives which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary unit are required.

### ***Characteristics of the Work***

Work is performed either independently, with limited guidance from superiors only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the position's normal span of activity, or as a member of a specialist or multi-disciplinary team.

Specialist technical consultancy either in the particular area of expertise or in a specialist area of expertise is required as is a high level of technical assistance to the work group.

The general quality of advice given is monitored by superiors and is subject to professional standards.

Management of work groups may be a feature of this level.

### ***Duties and Skills***

Managerial responsibility includes training of subordinate staff, co-ordination of workflow processes, responsibility for quality of output of the work unit, performance assessment and review, staff counselling, career planning and development, application of equal employment opportunity principles as well as implementing occupational health and safety guidelines and principles.

Work at this level requires the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

The investigation of a range of operating and design issues is a key duty of this level.

## **Scientific Technical Officer Level 5**

### ***Work Level Description (STO5)***

This level requires a high level of knowledge of complex though conventional methods and techniques of a particular discipline resulting from many years' experience and/or advanced technical training.

High levels of autonomy and initiative are required to be exhibited in accomplishing objectives and undertaking complex research projects, which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary team. Employees would be expected to work with only broad guidelines in accomplishing objectives and undertaking complex projects.

The management of large technical work units which may be located across several work sites or involved in several programs may be a function of this level.

### ***Characteristics of the Work***

Higher qualifications or further study or research experience is usually a characteristic of this level.

Management of large technical work units, including prioritising work, training of staff, monitoring of work flow and setting of local strategic plans is often a feature of this level. Assessment and review of the standard of work of subordinate technical staff may also be required.

Work at this level requires the development and provision of specialist technical advice and consultancy services to other Organisations, industry representatives and the public. The level of information provided and recommendations made influence the decisions of others, including superiors and peers, especially in the monitoring, development and delivery of programs.

### ***Duties and Skills***

The duties undertaken at this level are of a complex and varied nature. They require detailed knowledge of the Institute's operations combined with a specialist knowledge of major activities within the work unit.

Key duties and skills include the development of innovative methodologies, the application of proven techniques to specialised technical services and the undertaking of significant projects requiring the use of analytical skills.

The development and implementation of research studies, the preparation of reports and the formulation of recommendations and strategic plans in relation to the operation of the unit are key duties at this level.

## **Scientific Technical Officer Level 6**

### ***Work Level Description (STO6)***

Appointees at this level are recognised as authorities within a particular specialised technical field of expertise. This expertise is exhibited through extensive knowledge and experience within the area of specialisation possibly gained through either research or further qualifications.

Positions at this level may have managerial responsibility for major work units.

High levels of initiative are required to be exhibited in accomplishing objectives and undertaking complex projects, which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary team.

### ***Characteristics of the Work***

Work is usually performed without technical direction with a degree of individual discretion permitted within broad guidelines to achieve organisational goals.

The development and application of discipline principles and new technology may be a feature of this level, requiring the exercise of substantial technical judgement.

Positions within this level will generally have a very high profile within the discipline and will operate within broad guidelines to achieve specific objectives with technical independence.

### ***Duties and Skills***

Work at this level requires a detailed knowledge of both Governmental policies and procedures and an appreciation of their application in relation to Institute operations. The ability to interpret and provide advice on legislation, regulations and other guideline material relating to the operations and functions of the work area is required.

Duties may span a range of activities in a complex, specialised environment and may include contributing to the formulation of Institute policy and the implementation of policy directives.

The development of appropriate techniques in providing specialised technical services and the formulation of complex programs within the framework of objectives and priorities of major work units are key duties to this level.

The provision of expert advice on a consultancy basis to outside bodies, Agencies and the public as well as participation on inter-organisational committees to develop policy, planning and other initiatives is required.

Significant managerial skills and the abilities necessary to monitor resource allocations, evaluate program effectiveness, formulate policy and corporate strategy proposals are a requirement of positions within this level.

## **GENERIC LEVEL STATEMENTS - Scientific Officer**

### **Scientific Officer Level 1**

#### ***Work Level Description (SO1)***

Work at this level usually encompasses a range or combination of activities and operations which require the application of skills and experience in administrative/research work and a general knowledge of the work to be performed.

The work will involve achieving clearly defined and established outcomes and/or basic problem solving within guidelines and contributing knowledge or skills or information specific to the work of the Institute.

Appointees to this level may be required to do work associated with the relevant profession, but at a level and under a degree of supervision appropriate to the skills held. This may include some work normally which would be carried out by Level 2 Scientific Officer, provided such work is verified or validated by a qualified and experienced Employee.

#### ***Characteristics of the Work***

Work is usually performed under close direction following standard routines, methods and procedures with little scope for deviation, or the exercise of initiative or judgement.

The routines, methods and procedures to be followed are at a level consistent with skills acquired. Initially, direct guidance is given when problems arise.

Skills and knowledge will be acquired and demonstrated on a progressive basis consistent with the formal and informal training undertaken.

Positions at this level have no supervisory responsibility, although more experienced staff may be expected to assist new staff by providing basic advice and guidance.

### ***Duties and Skills***

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests.

Knowledge required to perform work is usually related to guidelines, instructions and procedures and basic resolution of problems by reference to established procedures may be required.

Familiarity with the functions of related work areas and of relationships between organisational elements may be required.

Work at this level may involve an Employee in a range of activities requiring the use of written and verbal communication skills, clerical skills, equipment skills (eg keyboard) and other work skills appropriate to the discipline.

## **Scientific Officer Level 2**

### ***Work Level Description (SO2)***

Work at this level usually requires relevant experience combined with a broad knowledge of the Institute's functions and activities and a sound knowledge of the major activity performed within the work area.

Work may include preparing preliminary reports, papers and correspondence which usually relate to a specific organisational function or discipline, providing or interpreting information for clients or other interested parties and general administrative support to senior officers.

Supervisory responsibilities may involve some complex operational work and may involve assisting with, or reviewing the work undertaken by, subordinates or team members.

Scope exists for exercising initiative in the application of established work practices and procedures although this level may require expertise to resolve issues within a day-to-day environment for which there may not be clearly established procedures.

Effective judgement and work organisation skills are required which have been acquired through previous experience, demonstrated capacity or post secondary education or partial completion.

### ***Characteristics of the Work***

Work is initially performed under close supervision by a more experienced Employee, however this supervision is expected to reduce as experience increases.

Decisions made or delegations exercised at this level may have an impact on the Institute's operations, but are normally of limited procedural or administrative importance.

Work at this level may include responsibility for training, involvement in working with staff to develop work performance, planning and coordinating tasks and workflow.

### ***Duties and Skills***

Work at this level requires a sound knowledge of the activities usually performed within the work area and their impact upon the activities of other organisations.

Supervisory responsibilities include on-the-job training and staff assessment and performance counselling in relation to the work area. This level usually requires the application of staff related functions such as orientation of staff, staff attendance and recommendation of leave arrangements, written and verbal communication, interpretation and liaison skills to solve basic problems together with interpersonal skills to deal with non-routine matters and analytical abilities appropriate to the work area.

## **Scientific Officer Level 3**

### ***Work Level Description (SO3)***

Work at this level is usually performed in relation to established priorities, task methodology and work practices to achieve results in line with the goals of the Institute.

The work may include preparing papers and reports, drafting complex correspondence for senior officers, undertaking activities of a specialist or detailed nature, assisting in the preparation of procedural guidelines, providing, interpreting and analysing information for clients or other interested parties, exercising specific process responsibilities, and overseeing and coordinating the work of subordinate staff.

Work at this level may include supervision of a work group, small work area or office within the total organisational structure and coordination of a range of Institute functions.

### ***Characteristics of the Work***

Work is performed under general direction as to work priorities and may be of a technical or professional, project, procedural or processing nature, or a combination of these.

Direction exercised over work performed at this level may be less direct than at lower levels and is usually related to task methodologies and work practices. Staff would be expected to set priorities and to monitor workflow in the area of responsibility.

Employees at this level may operate individually or as a member of a project team within a work group.

The work at this level requires the application of knowledge gained through previous experience in the discipline or from post secondary or tertiary study. The work may require the coordination of a range of Institute functions and the exercising of judgement and/or delegated authority in areas where precedents or procedures are not clearly defined.

Independent action may be exercised at this level, particularly in local situations, for example developing local procedures, management strategies and guidelines.

Any decisions taken or delegations exercised would be limited by the application of established rules, regulations, guidelines or procedures.

The extent of supervisory responsibility would depend on the operational work or the area and factors such as work priorities, complexity of the work and the number of subordinates.

### ***Duties and Skills***

Work performed at this level will require the ability to supervise staff, set priorities, monitor work flow and develop local strategies or work practices.

This may include responsibility for the development of appropriate training programs related to group development, application of equal employment opportunity, industrial relations principles and an awareness of occupational health and safety guidelines and principles. Staff assessment and counselling may involve providing advice to personal and career development relating to work requirements.

Liaison and communication skills and the capacity to negotiate may be required, particularly for activities involving liaison or communication with clients or other interested groups.

Work at this level requires general knowledge of the Institute's operations, combined with a specialist knowledge of major activities within the work area.

In program, activity or service delivery areas staff should have the knowledge to interpret and apply standard policies, specific procedures and regulations or other guideline material to specific situations. They should be able to disseminate information about the Institute's operations particularly in relation to policy aspects or program, activity or service delivery to clients.

Work at this level may require the ability to investigate, interpret or evaluate information where legislation, regulations, instructions or procedural guidelines do not give adequate or specific answers.

Positions at this level may involve an Employee in a range of activities including the analysis and interpretation of findings as they relate to the elements of work.

### **Scientific Officer Level 4**

### ***Work Level Description (SO4)***

Work at this level may include managing the operations of a discreet organisational element, program or activity; providing support to a particular program, activity, function; or providing subject matter expertise or policy advice across a range of programs or activities undertaken by the Institute.

This level usually requires professional expertise in one or more areas of a discipline. Detailed knowledge of standard professional tasks are required with scope existing for exercising initiative in the application of established work practices and procedures.

At this level supervisory responsibilities may be required. The degree of supervision is variable depending on the assignment or project.

Work at this level may include the preparation of documentation for complex correspondence purposes and for decision by senior officers.

Responsibilities may include liaison and coordination within and across functions including Institute representation and overseeing and coordinating the work of other staff assisting in this area.

Work at this level may include operation within a number of specialist or multi-disciplinary teams or independently.

### ***Characteristics of the work***

Work is usually performed under limited direction as to work priorities and the detailed conduct of the task.

Direction exercised over work performance at this level includes, depending on the functional role required, the provision of advice, guidance and/or direction in relation to a project, detailed processing, and other work practices. Employees are expected to exercise initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams or independently and may deputise for the professional head of a small work unit.

Independent action may be exercised within constraints set by senior management. Any decision taken or delegation exercised tends to be governed by the application of rules, regulations or Institute operating instructions or procedures. While such decisions may impact on Institute operations and resources, they are usually limited to the specific work area involved.

Managerial responsibilities would usually depend on the specific activities undertaken. Staff at this level would be expected to set and achieve priorities, monitor work flow and/or manage staffing resources to meet objectives.

### ***Duties and Skills***

Work at this level requires the undertaking of more complex activities and the selection and application based on professional judgement of new and existing techniques and methodologies. This includes a knowledge of Institute operations and the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

Work at this level may require:

- the ability to investigate, analyse, interpret or evaluate information for the guidance of staff or clients, or undertake research under professional supervision and may be expected to contribute to the advances of the techniques used;
- well developed liaison and communication skills and the ability to negotiate with clients or other interested parties, within parameters decided by management;
- significant managerial ability, including the ability to supervise staff, set priorities, monitor work flow, develop local strategies, procedures and work practices, and allocate resources.

This includes demonstrated staff management skills, the ability to apply equal employment opportunity principles and procedures and industrial relations and occupational health and safety guidelines. Responsibility for the identification of training needs and the development of appropriate training programs for the work unit may be undertaken at this level.

Duties also include the responsibility for varied professional assignments, requiring knowledge of either a broad or specialised field. Problems would be addressed by the use of combinations of standard procedures and/or modifications of standard procedures.

## **Scientific Officer Level 5**

### ***Work Level Description (SO5)***

Work at this level may involve providing advice including policy, administrative or specialist; undertaking work related to the management or administration of a program or activity; service delivery or corporate support functions, including project work and work policy development; preparation or coordination of research papers, submission on policy, technical, professional or program issues, or administrative matters.

High levels of initiative are required to be exhibited in accomplishing objectives and undertaking complex projects, which may be either on an individual basis as a recognised specialist, a professional practitioner with responsibilities for complex duties or as a senior specialist or leader in a multi-disciplinary team and may deputise for a professional head of a work unit.

Liaison with other elements of the organisation, Government agencies, local authorities or community organisations is usually a feature.

### ***Characteristics of the Work***

Work is performed with limited or no professional supervision. Professional guidance from superiors is only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the normal span of activity.

Any standard professional task within the discipline, (including problem definition, planning, execution, analysis and reporting) is expected to be performed by an officer at this level.

Work at this level may involve control and/or coordination of projects or programs within, and in accordance with, Institute goals and requires the development, implementation and evaluation of Institute activities.

Work at this level may involve independence of action including the use and allocation of resources within the constraints laid down by senior management.

Decisions taken or delegations exercised at this level may have major impact on the day-to-day operations of the work area. The impact of such decisions on Institute operations is likely to be limited to a specific work area or function. Delegations exercised may, depending on the nature of the work required, involve making determinations, instigating another course of action, or reviewing previous decisions.

The application of knowledge obtained through postgraduate specialist qualifications or extensive recognised expertise is required for appointment to this level.

Managerial responsibilities may be an important function of the work at this level, but this can vary widely depending on factors such as work area, location, priorities, work load, operational deadlines and the availability of staff resources to assist.

Guidelines, rules, instructions or procedures for use by other staff and interested parties may be developed at this level.

### ***Duties and Skills***

The duties undertaken at this level are of a complex and varied nature. They require detailed knowledge of the Institute's operations combined with a specialist or very high level of practitioner knowledge of major activities in the work unit.

Management skills and abilities necessary to undertake the allocation and monitoring of resources, the review of operations to determine their effectiveness and contribute to the development of policy initiatives or strategies are usually required at this level.

Management of workgroups may be required. Managerial responsibility may cover professional, technical and administrative staff, and includes training of subordinate staff, coordination of workflow processes, responsibility for quality of output of the work unit, performance assessment and review, staff counselling, career planning and development, application of equal employment opportunity principles as well as implementing occupational health and safety guidelines and principles.

Well developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the Institute with clients or other interested parties may be needed.

Work at this level requires the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area; and the capacity to undertake high level research, reviews or investigations including the preparation of reports and associated papers may also be required.

## **SCHEDULE B - SALARY SCALES**

CLASSIFICATION LEVEL	PAY POINT	F/NIGHTLY SALARY	HOURLY RATE	CASUAL RATE
		\$	\$	\$
AO-1	1	854.20	11.2395	13.8246
	2	932.50	12.2697	15.0917
	3	1,010.90	13.3013	16.3606
AO-2(21YR RATE)	1	1,325.30	17.4382	21.4490
	2	1,366.00	17.9737	22.1077
	3	1,406.80	18.5105	22.7679
	4	1,447.60	19.0474	23.4283
	5	1,488.50	19.5855	24.0902
	6	1,529.20	20.1211	24.7490
* Entry point	7	1,570.30	20.6618	25.4140
	8	1,611.10	21.1987	26.0744
AO-3	1	1,707.20	22.4632	27.6297
	2	1,759.80	23.1553	28.4810
	3	1,816.60	23.9026	29.4002
	4	1,873.20	24.6474	30.3163
AO-4	1	1,971.80	25.9447	31.9120
	2	2,029.60	26.7053	32.8475
	3	2,087.50	27.4671	33.7845
	4	2,145.50	28.2303	34.7233
AO-5	1	2,248.70	29.5882	36.3935
	2	2,307.30	30.3592	37.3418
	3	2,365.70	31.1276	38.2869
	4	2,423.90	31.8934	39.2289
AO-6	1	2,546.30	33.5039	41.2098
	2	2,600.40	34.2158	42.0854
	3	2,654.40	34.9263	42.9593
	4	2,708.40	35.6368	43.8333
AO-7	1	2,822.00	37.1316	45.6719
	2	2,884.50	37.9539	46.6833
	3	2,947.10	38.7776	47.6964
	4	3,009.30	39.5961	48.7032
AO-8	1	3,101.70	40.8118	50.1985
	2	3,157.10	41.5408	51.0952
	3	3,212.10	42.2645	51.9893
	4	3,267.20	42.9895	52.8771

\*Entry Point

AO - 2 pay point 7 - Satisfactory completion of examination requirements for a degree or other post-secondary qualification acceptable to the Institute.

QIMR SALARY SCALES - GENERAL

PROFESSIONAL STREAM				
CLASSIFICATION	PAY	F/NIGHTLY	HOURLY	CASUAL

LEVEL	POINT	SALARY	RATE	RATE
		\$	\$	\$
PO-1	1	884.70	11.6408	14.3182
	2	1,008.20	13.2658	16.3169
	3	1,132.00	14.8947	18.3205
21 YEAR RATE	4	1,392.10	18.3171	22.5300
	5	1,459.10	19.1987	23.6114
	6	1,525.90	20.0776	24.6954
	7	1,592.80	20.9579	25.7782
PO-2	1	1,705.60	22.4421	27.6083
	2	1,784.20	23.4763	28.8758
	3	1,866.60	24.5605	30.2094
	4	1,949.00	25.6447	31.5430
	5	2,031.60	26.7316	32.8799
	6	2,113.60	27.8105	34.2069
PO-3	1	2,208.70	29.0618	35.7460
	2	2,269.50	29.8618	36.7300
	3	2,330.10	30.6592	37.7108
	4	2,390.70	31.4566	38.6916
PO-4	1	2,530.50	33.2961	40.9542
	2	2,589.80	34.0763	41.9138
	3	2,649.00	34.8553	42.8720
	4	2,708.40	35.6368	43.8333
PO-5	1	2,822.00	37.1316	45.6719
	2	2,884.50	37.9539	46.6833
	3	2,947.10	38.7776	47.6964
	4	3,009.30	39.5961	48.7032
PO-6	1	3,101.70	40.8118	50.1985
	2	3,157.10	41.5408	51.0952
	3	3,212.10	42.2645	51.9853
	4	3,267.20	42.9895	52.8771

QIMR SALARY SCALES - GENERAL

TECHNICAL STREAM				
CLASSIFICATION LEVEL	PAY POINT	F/NIGHTLY SALARY	HOURLY RATE	CASUAL RATE
		\$	\$	\$
TO-1	1	884.70	11.6408	14.3182
	2	1,008.20	13.2658	16.3169
	3	1,132.00	14.8947	18.3205
21 YEAR RATE	4	1,392.10	18.3171	22.5300
	5	1,459.10	19.1987	23.6144
	6	1,525.90	20.0776	24.6954
	7	1,592.80	20.9579	25.7782
TO-2	1	1,617.30	21.2803	26.1748
	2	1,669.40	21.9658	27.0179

	3	1,721.40	22.6500	27.8595
	4	1,769.10	23.2776	28.6314
	5	1,821.20	23.9632	29.4747
	6	1,873.20	24.6474	30.3163
TO-3	1	1,971.80	25.9447	31.9120
	2	2,019.20	26.5684	32.6791
	3	2,066.50	27.1908	33.4447
	4	2,113.60	27.8105	34.2069
TO-4	1	2,208.70	29.0618	35.7460
	2	2,272.40	29.9000	36.7770
	3	2,336.10	30.7382	37.8080
TO-5	1	2,423.90	31.8934	39.2289
	2	2,489.10	32.7513	40.2841
	3	2,554.20	33.6079	41.3377
	4	2,619.20	34.4632	42.3897
TO-6	1	2,697.00	35.4868	43.6488
	2	2,759.60	36.3105	44.6619
	3	2,822.00	37.1316	45.6719

QIMR SALARY SCALES - GENERAL

OPERATIONAL STREAM				
CLASSIFICATION LEVEL	PAY POINT	F/NIGHTLY SALARY	HOURLY RATE	CASUAL RATE
		\$	\$	\$
OO-1	1	703.60	9.2579	11.3872
	2	795.40	10.4658	12.8729
	3	887.30	11.6750	14.3603
	4	979.30	12.8855	15.8492
	5	1,071.00	14.0921	17.3333
	6	1,163.20	15.3053	18.8255
OO-2(21 YR RATE)	1	1,325.30	17.4382	21.4490
	2	1,368.00	18.0000	22.1400
	3	1,411.10	18.5671	22.8375
	4	1,453.90	19.1303	23.5303
OO-3	1	1,479.00	19.4605	23.9364
	2	1,512.00	19.8947	24.4705
	3	1,544.80	20.3263	25.0013
	4	1,577.70	20.7592	25.5338
OO-4	1	1,639.10	21.5671	26.5275
	2	1,684.80	22.1684	27.2671
	3	1,730.90	22.7750	28.0133
	4	1,772.50	23.3224	28.6866
OO-5	1	1,813.30	23.8592	29.3468
	2	1,866.20	24.5553	30.2030

	3	1,919.10	25.2513	31.0591
	4	1,971.80	25.9447	31.9120
OO-6	1	2,048.80	26.9579	33.1582
	2	2,096.90	27.5908	33.9367
	3	2,145.50	28.2303	34.7233
OO-7	1	2,237.50	29.4408	36.2122
	2	2,286.80	30.0895	37.0101
	3	2,336.10	30.7382	37.8080

**QIMR SALARY SCALES - RESEARCH**

RESEARCH STREAM				
CLASSIFICATION LEVEL	F/NIGHTLY SALARY	HOURLY RATE	CASUAL RATE	
	\$	\$	align="center">\$	
<b>SENIOR PRINCIPAL RESEARCH FELLOW</b>				
SPRF	4,046.00	53.2368		
<b>PRINCIPAL RESEARCH FELLOW</b>				
PRF-4	3,499.30	46.0434		
PRF-3	3,400.00	44.7368		
PRF-2	3,300.60	43.4289		
PRF-1	3,201.30	42.1224		
<b>SENIOR RESEARCH FELLOW</b>				
SRF-6	3,077.00	40.4868		
SRF-5	3,002.40	39.5053		
SRF-4	2,928.00	38.5263		
SRF-3	2,853.40	37.5447		
SRF-2	2,778.90	36.5645		
SRF-1	2,704.30	35.5829		
<b>SENIOR RESEARCH OFFICER/RESEARCH FELLOW (*2)</b>				
SRO-6, RF-3	2,629.80	34.6026	42.5612	
SRO-5, RF-2	2,555.30	33.6224	41.3556	
SRO-4, RF-1	2,480.80	32.6421	40.1498	
SRO-3	2,406.20	31.6605	38.9424	
SRO-2	2,331.70	30.6803	37.7368	
SRO-1	2,257.20	29.7000	36.5310	
<b>RESEARCH ASSISTANT/RESEARCH OFFICER (*1)</b>				
RA-8, RO-3	2,157.70	28.3908	34.9207	
RA-7, RO-2	2,093.20	27.5421	33.8768	
RA-6, RO-1	2,028.60	26.6921	32.8313	
RA-5	1,964.00	25.8421	31.7858	
RA-4	1,899.30	24.9908	30.7387	
RA-3	1,819.90	23.9461	29.4537	

RA-2	1,740.40	22.9000	28.1670
RA-1	1,664.90	21.9066	26.9451
<b>SALARY LOADINGS</b>			
FULL MEDICAL	904.20		
HALF MEDICAL	588.90		
FULL DENTAL	588.90		

\*2 Yearly increments with ceiling at SRO-6/RF-3

\*1 Yearly increments with ceiling at RA-8/RO-3

Entry Points (Effective 1/1/98)

RA-1	BSc, Nursing, DipNursing, BAppSc (Nutrition)
RA-2	BSc (Hons), Bnursing (Hons), BappSc (Occ Therapy, Physio, Speech Pathology), BA/B Social Work, BA/B Psych & Psych/Bsocial Work, Beng.
RA-2 or RA-3	Post Grad Dip (Dietetics) dependant 1 or 2 years course work
RA-3	Post Grad Dip (Occ. Therapy, Physio, Speech Pathology),
RA-4	Mpsych (Clin), MappSc (Physio), Msocial Work & MASocial Work, Mnursing, MappSc (Dietetics), Meng, MSc, MPH, Submission of PhD thesis
RA-5	BVSc
RA-6	MVSc
RO-1	PhD, MBBS, BDS
SRO-1	R Douglas Wright (by appointment only)

**QIMR SALARY SCALES - SCIENTIFIC**

SCIENTIFIC STREAM - SCIENTIFIC TECHNICAL OFFICER				
CLASSIFICATION LEVEL	PAY POINT	F/NIGHTLY SALARY	HOURLY RATE	CASUAL RATE
		\$	\$	\$
STO-1	1	889.80	11.7079	14.4007
	2	1,014.20	13.3447	16.4140
	3	1,138.80	14.9842	18.4306
21 YEAR RATE	4	1,399.80	18.4184	22.6546
	5	1,467.30	19.3066	23.7471
	6	1,534.50	20.1908	24.8347
	7	1,601.80	21.0763	25.9238
STO-2	1	1,626.50	21.4013	26.3236
	2	1,678.90	22.0908	27.1717
	3	1,731.30	22.7803	28.0198
	4	1,779.40	23.4132	28.7982
	5	1,831.80	24.1026	29.6462
	6	1,884.20	24.7921	30.4943
STO-3	1	1,983.40	26.0974	32.0998
	2	2,031.20	26.7263	32.8733
	3	2,078.80	27.3526	33.6437
	4	2,126.30	27.9776	34.4124
STO-4	1	2,222.00	29.2368	35.9613
	2	2,286.10	30.0803	36.9988
	3	2,350.30	30.9250	38.0378
STO-5	1	2,438.60	32.0868	39.4668
	2	2,504.30	32.9513	40.5301

	3	2,569.90	33.8145	41.5918
	4	2,635.30	34.6750	42.6503
STO-6	1	2,713.60	35.7053	43.9175
	2	2,776.60	36.5342	44.9371
	3	2,839.50	37.3618	45.9550

**QIMR SALARY SCALES - SCIENTIFIC**

SCIENTIFIC STREAM - SCIENTIFIC OFFICER				
CLASSIFICATION LEVEL	PAY POINT	F/NIGHTLY SALARY	HOURLY RATE	CASUAL RATE
		\$	\$	\$
SO-1	1	859.10	11.3039	13.9038
	2	938.00	12.3421	15.1808
	3	1,016.90	13.3803	16.4578
21 YEAR RATE	4	1,399.80	18.4184	22.6546
	5	1,467.30	19.3066	23.7471
	6	1,534.50	20.1908	24.8347
	7	1,601.80	21.0763	25.9238
	8	1,620.30	21.3197	26.2232
SO-2	1	1,717.10	22.5934	27.7899
	2	1,794.50	23.6118	29.0425
	3	1,877.50	24.7039	30.3858
SO-3	1	1,960.50	25.7961	31.7292
	2	2,043.70	26.8908	33.0757
	3	2,158.30	28.3987	34.9304
SO-4	1	2,222.00	29.2368	35.9613
	2	2,283.10	30.0408	36.9502
	3	2,344.30	30.8461	37.9407
	4	2,405.30	31.6487	38.9279
	5	2,438.60	32.0868	39.4668
SO-5	1	2,545.90	33.4987	41.2034
	2	2,605.70	34.2855	42.1712
	3	2,665.20	35.0684	43.1341
	4	2,725.10	35.8566	44.1036