

# FACT SHEET

## Assigning employees to new roles in an organisational structure

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### Introduction

At the conclusion of the clause 10 consultation process, final structures are announced and communicated to employees. Once this occurs, the next phase is to transition the branch or area into roles in the new structure. This centres on making sure the right people are in the right roles and forms part of the department's Business Rules, which outline the matching, best-fit and expression of interest (EOI) process.

*Information to remember:*

- Matching, best-fit and EOIs can only be at the employee's substantive level and will generally be restricted to the relevant work area or functional area of the Division.
- Decisions on assigning employees to roles in the new structure will be made by the relevant Director or their delegate, in consultation with the relevant line manager and People and Culture representatives.

### Matching

Where possible, employees will be matched to a role that is:

- entirely or substantially replicated in the new structure
- will only occur if there is less or an equal number or available roles in the new structure.

*Information to remember:*

- Employees who have been matched are excluded from the expression of interest process.
- Where an employee is unhappy with the outcome of the matching process, they may submit a grievance within seven days of receiving the announcement (see grievance process below).

## Best-fit

If there is no clear match, an employee may be assigned to a new role in the structure that is considered 'best-fit'.

Best-fit assesses the qualifications, skills, knowledge and experience of an employee and assigns them to a proposed role where:

- there is an alignment of most of the employee's current substantive role
- the role is located within reasonable distance to the employee's current work location.

*Information to remember:*

- Where there is a potential best-fit, it will be discussed with the employee and consideration will be given to any issues raised.
- Where appropriate, training can be offered to assist employees to be successful in their new role.

## EOI

Where there is no clear match or best-fit, eligible employees will be invited to express their interest in a position that is classified at the same substantive level. Unless specified, employees can apply for up to three EOI roles.

In order to ensure equity where the roles and functions of a position have changed, all affected employees will be invited to submit an EOI preference for the affected positions.

While it is not mandatory to submit an EOI, staff are encouraged to do so. If an employee does not submit a preference for a role they may be allocated to a role based on branch requirements. It is recommended that preferences are submitted as it is an opportunity to voice where staff want to be or want to work.

## The EOI process

Outlined below are the usual steps through the EOI process:

- branch leaders identify affected employees eligible to participate in the EOI process.
- employees are provided with position descriptions for available roles and are invited to participate within a specified time frame.
- employees complete an EOI form, summarising their employment history (resume) and responding to some questions relating to their interest in the role and providing adequate information to enable a panel to determine transferable skills and capabilities, qualifications, experience and their preferences.
- employees stating their order of preference, if they are expressing interest in multiple roles.
- the panel assesses the EOIs received (this may include a brief interview, referee checks or other assessments).
- the panel making recommended selection/s
- selection decisions are approved by the relevant branch leader or delegate.
- feedback is offered to employees who were not selected
- written confirmation is provided to employees with their role, team and manager.

## Vacant or new positions

At the conclusion of the matching, best-fit and EOI processes, if the new structure has vacant roles, these roles will be advertised according to the department's 'business as usual' recruitment process.

*Information to remember:*

- Positions will be advertised in line with the department's recruitment policy and employees will be appointed via a merit-based selection process.
- All staff (VPS and Non-VPS) are welcome to participate in this process.

## The grievance process

A review of actions (RoA) can be made when a departmental action or decision adversely and directly affects an employee and is considered by them to:

- be unfair or unreasonable
- have failed to comply with the Public Administration Act 2004 (Vic) (and its related regulations and standards)
- infringe on the principles of merit and equity.

*Information to remember:*

- Before seeking RoA an employee must demonstrate that they have made reasonable attempts to resolve their concerns with their manager.
- An RoA must be made within seven (calendar) days of receiving notification of the decision.
- More information on RoA can be found on the [intranet](https://intranet.dhhs.vic.gov.au/review-actions) < <https://intranet.dhhs.vic.gov.au/review-actions>>

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Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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