

Phase 2 Consultation Fact Sheet

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What does consultation mean:

“Consultation” is the key element of the Phase 2 translation process.

For our purposes, consultation requires that there be a genuine desire by all those participating in the discussions to consider each other’s views before reaching a final decision.

This means that there must be a real opportunity for all HP’s to be involved in consultation, both around their individual roles and their work unit more broadly.

Proper consultation means exhausting both individual and work unit processes BEFORE any work unit proposals are finalised.

What should you expect from Phase 2 consultation:

Meetings, informal discussions, emails and other written communication can all be a part of consultation. There should be different communication methods for the two different consultation processes:

1. Work unit consultation- This will involve group discussions amongst the work unit or specific parts of the work unit, where appropriate, around general work unit roles and functions. Work unit consultation must take place where there is potential for positions to be redesigned.
2. Individual consultation- This will involve both informal and structured discussions between you and your manager around the development of your proposed role description which will include a proposed HP Level and be submitted as part of the completed work unit proposal.

What should not happen during Phase 2 consultation:

Consultation should NOT begin with the presentation of a proposal in writing to be considered by the work unit.

Consultation should NOT be a silent or a one-way process.

Phase 2 is NOT an opportunity for wholesale restructure and redesign of positions. Redesigned positions will not be given retrospectivity. As such, the consultation should be focused on the process of describing and aligning your current role against the work level statements

What you can do to prepare for Phase 2 consultation:

1. Use the Phase 2 Preparation Guide for Employee Role Review- this guide is for your use. You are not expected to give your completed worksheets to your work unit manager during the individual consultation.
2. Use the Role Guides- these spreadsheets, in conjunction with the work level statements, will further assist you in preparing to discuss your role. They will help you in discussing your knowledge, skills, experience and level of accountability with your work unit manager.

For further assistance or clarification, talk to fellow HP members or your local ‘how to’ guide or QPSU district project team delegate. You can also email hp@qpsu.org.au or call 1800 177 244.

If you do not feel that consultation is occurring within your work unit as it is described above you can do the following:

1. Speak to your local HP ‘how to’ guide
2. Speak to your manager if you feel comfortable. You may wish to seek the support of your ‘how to’ guide in doing so.
3. Speak to your district project team delegate.
4. Call 1800 177 244 or email hp@qpsu.org.au

HP “how to” campaign