Questions and Answers for the Implementation Phase of the Design Future Schools

What happens when the new schools commence?

**Answer:** The new Design Future Schools will commence from the 1st of Sept 2012. A Dean will be appointed to the School of Architecture and Design School and a Head of School will be appointed to Fashion and Textiles. Business as usual will continue. The Dean and Head of School will work with existing senior management staff in the 3 schools until the senior management team is appointed. Current academic, teaching, administrative and technical structures will remain in place until structures and roles are reviewed and adjusted to meet the needs of the new schools. Committees and teams across the 3 schools will be brought together to start working in the context of the new schools.

The Schools will work together with Human Resources and staff in bringing together the staff of the 2 existing schools to build new teams and governance structures.

School Executive Committees will be formed to support the new school implementation and to identify changes and actions required to be made in relation to issues such as accommodation, IT, HR and Finance. Once a substantial number of the School Executive has been appointed the committees will be established and their details will be made available on the Design Futures website. If you have any issues or suggestions please contact either your manager or ask one of these people to raise your issue with the committee.

How will new teams be formed in the new school?

**Answer:** Once the majority of the School Executive structure is in place, there will be a review of academic, teaching, technical and administrative structures. This will determine what teams or groupings will work best in the new structure. This review will follow the Managing Change Guidelines (see [http://www.rmit.edu.au/policies/humanresources#change](http://www.rmit.edu.au/policies/humanresources#change)) and will involve communication and consultation with staff.

How much will the changes impact on the workloads for staff?

**Answer:** The Workload Distribution Guidelines state that workloads for staff should be realistic and reasonable and are distributed as equitably as possible. If you feel you are impacted by the changes with workload allocation please raise the issue with your Manager.

How will staff be moved into the new School?

**Answer:** Once the majority of the School Executive has been appointed and commence in their roles, and after they have developed the full school structures towards the end of 2012, you will receive advice from your Manager whether any changes to your reporting line are required. This will be followed up with written advice detailing the changes to your new reporting lines. (See Professional Staff Transition Guideline [http://www.rmit.edu.au/browse;ID=bs5xigr56qjiz](http://www.rmit.edu.au/browse;ID=bs5xigr56qjiz))

When the review of academic, administrative and technical staff is completed what is the process for filling positions in the new structure?

**Answer:** The detail of transitioning staff to the new school structures will communicated once the new structures are determined and the impact on positions is assessed. Where positions remain substantially the same and there is only one staff member covering the role, the staff member will be directly transitioned into the position with an adjustment and updating of their position description. Where more than one staff member is covering the same role and there is only one position in the new structure a merit based competitive process will apply.
For general and technical staff positions will be filled as according to the Managing Change Guidelines through one of the following processes, which need to be considered sequentially.

1. **Direct Transfer of Eligible Staff:**
   Where there is one employee eligible for direct transfer per position.

   An employee is considered eligible for direct transfer if:
   a) their substantive HEW level is the same as the new position; and
   b) they are currently performing a substantial proportion of the key tasks in a position in the new structure; and
   c) they hold relevant qualifications and/or experience.

   The determination of whether a person is eligible to be directly transferred and any other decisions about direct transfers will be made by the manager of the area or where a position is in a matrix or dual reporting relationship then the assessment will be made by the manager of the area, collaboratively involving the relevant managers.

2. **Direct Transfer of Eligible Staff through Competitive Process:**
   Where there is more than one employee eligible for direct transfer per position.

   A competitive selection process will be conducted with eligible employees (eg. four eligible employees at the same substantive HEW level are performing roles similar to three newly created positions, then appointment to the three positions will be determined through a merit-based competitive process involving the four eligible employees).

   The merit-based selection decision will be based on the key selection criteria in the position description and will be made by a selection panel including:
   i. the area manager or nominee; and
   ii. other manager or nominee where a dual reporting relationship occurs; and
   iii. peer representative.

   The selection decision cannot be appealed. However, candidates who are unsuccessful can appeal the process.

   The purpose of the competitive process is to select, based on merit, which eligible employee/s will be directly transitioned into the vacant position/s.

3. **Advertised Competitive Process:**
   Where there are no employees eligible for direct transfer to the vacant position.

   Staff or redeployees at level, who have not been transferred or appointed to positions affected by the change, will be considered for the position in the first instance. If the vacancy remains unfilled it will then be advertised internally or internally and externally as approved by the PVC.

   If there are vacant positions there may be opportunities for staff to seek promotion to a higher HEW level through a competitive selection process.

   **Certain academic administrative activities for 2013 will take place from August/September of this year - when will work practises within the two Schools merge?**

   **Answer:** The School executive together with the Senior /Manager Planning and Resources will be required to develop and implement strategies to ensure academic administrative activities are in managed in an appropriate manner and in line with specified timeframes.
What support will be provided to staff during the transition period in terms of counselling and other similar services?

Answer: The Employee Assistance Program is a professional, free and confidential counselling service available to all RMIT staff and their immediate families. You can access this at any time from the website or contact on 1300 786 860 or email reception@cac.com.au. This service is available 24 hours a day, 7 days a week. For urgent after hours counselling please call on 0431 119 909. http://www.rmit.edu.au/browse;ID=hxiw14fm7sgw1

Staff should also raise issues of concern with their immediate manager wherever possible. If you feel you cannot speak to your Manager, you can contact the Human Resources Consultancy Team.