

Fact sheet: Mobility

Transfers and secondments

Update of the *Government Sector Employment (General) Rules 2014* (GSE Rules)

Key points

- Changes have been made to the provisions in [Part 6](#) of the GSE Rules relating to transfers and secondments between government sector agencies. The changes commenced on 31 August 2018.
- Public Service agency heads can now determine the appropriate advertising and assessment requirements when filling a role through transfers and secondments, including above-level secondments, in the same way as other NSW government sector agency heads.
- The merit principles set out in [GSE rule 16](#) continue to apply to employment decisions in the Public Service including transfers and secondments to Public Service agencies.
- The Audit Office of NSW and the Departments of the Parliament of NSW are now subject to Part 6 of the GSE Rules.

Introduction

In the same way as other NSW government sector agency heads, Public Service agency heads can now determine the appropriate advertising and assessment requirements for all forms of mobility to their Department or agency. This extends to transfers and secondments, including above-level secondments.

These changes provide a consistent approach to mobility advertising and assessment requirements across the NSW government sector.

The changes also expand the agencies to which Part 6 of the GSE Rules applies to include the Audit Office of NSW and the Departments of the Parliament of NSW.

What's changed?

Assessment and advertising

The GSE Rules no longer prescribe the advertising and assessment requirements for transfers and secondments to the Public Service and between Public Service agencies. Agency heads can now determine the appropriate advertising and assessments required.

GSE Rules

[Part 6](#) of the GSE Rules sets out the requirements for mobility including for:

- transfers ([GSE rule 29](#))
- secondments ([GSE rule 31](#)).

Agencies to which Part 6 applies

Part 6 of the GSE Rules continues to apply to government sector agencies.

In addition, the Audit Office of NSW and the Departments of the Parliament of NSW are government sector agencies for the purposes of Part 6. Consequently, employee initiated transfers or secondments can be done between government sector agencies and these entities.

Benefits

The main benefits of the change are:

- A consistent approach across the NSW government sector to advertising and assessment requirements for both transfers and secondments.
- More flexibility for each government sector agency to determine the appropriate advertising and assessment requirements that best suit their needs.
- Mobility that makes the most of the rigorous processes in place to initially employ a person in the NSW government sector.

How do the changes affect my agency?

Are above-level secondments still possible?

Yes. While there is no longer specific reference to above-level secondments, GSE rule 31 provides for secondments between government sector agencies which includes above-level secondments. It is up to the agency head to determine the appropriate advertising and assessment requirements for the above level secondment.

Can agency heads decide the length of a secondment?

As provided in [GSE rule 31](#), the maximum length of a secondment is for a period not exceeding 2 years. Agencies may decide to offer a secondment for any length of time up to the 2 year limit.

Can a secondment be extended beyond 2 years?

[GSE rule 31](#) sets the maximum length of a secondment of a period not exceeding 2 years. This allows the home and the receiving agency to undertake appropriate workforce planning for the length of time involved and gives some certainty to the employee. An extension beyond 2 years (even if agreed by both agency heads) is not permissible under [GSE rule 31](#). The receiving agency must conduct a new selection process. Another option is to consider a transfer if this meets the receiving agency's workforce needs.

What if a secondment needs to end earlier than expected?

Government sector agencies should undertake appropriate workforce planning to determine the length of a secondment based on their organisational needs. This is particularly important as a secondment impacts on the workforce planning of the home agency of the employee. Once a role has been backfilled for the expected duration of the secondment it may be difficult to end the secondment early.

What if I find that a person on secondment is not suitable for the role?

It is important that agencies use effective assessment practices to determine if a person is suited to the role. The assessments selected should ensure the individual has the required capabilities, experience and knowledge and that they are a good fit for the role.

How do the changes affect me?

Will assessment processes be different?

While comparative assessments and suitability assessments are used when recruiting for ongoing and temporary employment in the Public Service, it is now up to the agency head to determine the appropriate advertising and assessment requirements for transfers and secondments. These assessment processes may vary from agency to agency depending on the specific role being filled.

Will the types of assessments be different?

You may experience different types of assessments when being considered for a mobility opportunity in the Public Service. For example, your performance management information or work samples may be used to inform a selection decision as well as an informal interview.

How will I find out about mobility opportunities?

The way people are sourced for mobility opportunities will vary, including through performance development processes, agency networks, talent pools and social media. Employees can also contact agencies directly to investigate mobility opportunities.

How can I gain ongoing employment at a higher level in a Public Service agency following an above-level secondment?

A comparative assessment after external advertising is required to gain ongoing employment at the higher level in a Public Service agency following an above-level secondment.

Further information

The [Mobility guideline: Transfers and secondments](#) provides information on movements between government sector agencies and non-government sector bodies.

The [Recruitment and selection guide](#) has information on approaches to assessment and advertising that may be useful when considering filling a role.