

POLICY STATEMENT

The management of vacant positions within the City of Marion will be undertaken using best practice processes which maximise the benefit and application of Council resources in the achievement of the City of Marion Strategic Plan. We are committed to ensuring we maintain organisational flexibility and adaptability in the use of structures, roles and our people by ensuring we develop and align individual and team effort to maximise performance and alignment with the achievement of organisational objectives to achieve community outcomes.

This Policy must be read in conjunction with Councils Recruitment, Selection and Appointment Procedure and Councils applicable Enterprise Agreements.

CONSTRUCTIVE CULTURE LINKS:

The best practice management of vacancies supports the achievement of Council's preferred constructive culture through the alignment and best use of resources in the achievement of outcomes and improving organisational effectiveness.

BUSINESS EXCELLENCE LINKS:

The best practice management of vacancies supports Councils commitment to the achievement of sustainable organisational excellence through the review, questioning and analysis of vacancies to maximise the benefit and application of resources in the achievement of the City of Marion Strategic Plan.

DEFINITIONS

Employee/s: refers to all persons who are employed directly by the City of Marion.

Manager/s: includes all manager/supervisor positions within the City of Marion irrespective of their actual title (e.g. Manager, Team Leader, Co-ordinator etc).

New Position: is a funded position that has been newly created within the City of Marion establishment.

Under-utilised employee: is an employee whose position is no longer required to be performed as a result of organisational change, re-organisation or restructure of Council operations and/or employee functions.

Vacancy: is a vacant substantive position which has been funded and approved within the City of Marion establishment.

PRINCIPLES

The best practice management of vacancies is an inherent responsibility of all managers. It has a positive effect on Councils productivity and service delivery costs by maximising the benefit and application of resources in the achievement of the City of Marion Strategic Plan.

The Chief Executive Officer is responsible for ensuring the management of vacancies is consistent with strategic policies and budgets approved by the Council. All recruitment must be approved by the Chief Executive Officer.

The Executive Management Group will maintain an overview of current and future workforce needs to ensure flexibility and adaptability in the use of structures, roles and people is maximised to improve the organisation and its ability to succeed.

When a vacancy arises or the need for a new position(s) is identified, the manager must undertake a review of the department/unit needs to ensure;

- Positions are structured in a manner which avoids conflict or overlap with other positions across Council

- Skills, knowledge, experience and the grouping of duties and responsibilities are aligned to achieving business goals and strategic direction
- The application of continuous improvement practices that increase productivity and eliminate unnecessary vacant positions which cause an increase in operating costs
- In determining if it is essential that a position be filled, the Manager must demonstrate/have regard to the following:
 - The position supports a priority area of activity for the team and the City of Marion in achieving business goals and strategic direction
 - The team and/or the City of Marion does not otherwise have sufficient capacity to achieve the outcomes required of the position;
 - Opportunities to deliver the outcomes required of the position by other means have been explored and discounted;
 - Funding is available for the position (including corporate overheads and on-costs); and
 - There is unacceptable risk to the City of Marion if the position is not filled

In supporting the filling of a vacancy, the relevant Director must satisfy themselves that the above consideration has occurred.

Where following a review it is determined that a vacant position is required to be filled, then the manager must assess in conjunction with their Organisational Development Partner what options are available for filling the vacancy which may include, but are not limited to, the following;

- placement of under-utilised employees
- supporting and sustaining the future of the organisation through workforce planning
- supporting the placement of employees who are on permanent restricted duties following a work related injury.
- providing a temporary learning and development secondment opportunity for existing employees
- consideration of temporary resourcing of the vacancy by employee performing higher duties

REFERENCES

CORPORATE PLAN:

EC1.6 Have in place a workforce plan and HR strategies and policies which align to strategic directions

EG1.8 Develop organisation wide risk management policies and systems that consider both strategic and operational activities.

EXCELLENCE IN GOVERNANCE:

Nil

PROCEDURE REFERENCE:

Recruitment, Selection and Appointment Procedure

COUNCIL AGENDA REFERENCE:

Nil

OTHER RELATED REFERENCES:

City of Marion Administration Staff Enterprise Agreement No 6 2010

City of Marion Field Staff Enterprise Agreement No 7 2009

South Australian Municipal Salaried Officers Award

Local Government Employees Award

South Australian Equal Employment Opportunity Act 1986

City of Marion Equal Opportunity, Discrimination, Harassment & Workplace Bullying Policy

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